

**NUMBERED MEMO CC23-033**

**TO:** Members of the State Board of Community Colleges, Chairs of the Community College Boards of Trustees, Community College Presidents, Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Chief Financial Officers, Financial Aid Officers, Personnel Directors, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

**FROM:** Tawanda Foster Artis, *NCCCS General Counsel*

**SUBJECT:** Amendment to 2A SBCCC 300.6 – North Carolina Proprietary School Fee Schedule

**DATE:** October 24, 2023

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On October 20, 2023, the State Board of Community Colleges voted to amend State Board Code, **2A SBCCC 300.6 – North Carolina Proprietary School Fee Schedule**. This amendment will change the due date for annual license renewal applications from March 15th to March 1st each year. This change allows fifteen (15) additional days for the Office of Proprietary Schools to review license renewal applications given the significant increase in applications for proprietary schools' licenses.

**The amendment will be effective November 1, 2023.** The new rule will be published in the North Carolina Community College System's website, [www.nccommunitycolleges.edu/sbcccode](http://www.nccommunitycolleges.edu/sbcccode). For your convenience, a copy of the code in its final form is attached to this memorandum.

CC23-033

E-mail Copy  
Attachments

**State Board of Community Colleges Code  
Title 2 – PROPRIETARY SCHOOLS**



**CHAPTER A. PROPRIETARY SCHOOLS**

**SUBCHAPTER 300. LICENSURE**

**2A SBCCC 300.6 North Carolina Proprietary School Fee Schedule**

Each proprietary school subject to Article 8 of Chapter 115D shall make payment as directed by the SBPS according to the following fee schedule:

- (1) Initial license - \$5,000.
- (2) Annual license renewal - \$2,500. Any license renewal application submitted through the North Carolina Proprietary Board Licensure Portal after March 1<sup>st</sup> shall be assessed a \$500 late fee.
- (3) Program additions - \$200.
- (4) Program revisions - \$200.
- (5) School relocations - \$500.
- (6) Remote sites - \$1,000 initial site fee, plus annual renewal fee of \$750.
- (7) Site assessments to verify statutory or SBCC Code compliance, or to approve program additions or changes - \$500.

*History Note: Authority G.S. 115D-89.3; 115D-92;*

*Eff. [August 1, 2014](#);*

*Amended Eff. [November 1, 2023](#); [February 1, 2023](#); [February 1, 2017](#);*

*[February 1, 2015](#)*