

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: SENIOR CITIZEN ENROLLMENT

BASED ON POLICY:

REVISION NUMBER: 3

**OFFICE OF
RESPONSIBILITY:** STUDENT RECORDS



PRESIDENT

October 10, 2011

DATE

PURPOSE

The purpose of this procedure is to outline the process by which legal residents of South Carolina who have attained the age of 60 may attend classes in accordance with South Carolina Code of Laws.

PROCEDURE

Individuals meeting the requisite age and residency requirements may attend class for credit or non-credit (audit) purposes on a space available basis without the required payment of tuition; provided, however, that neither such persons receive compensation as full-time employees. Courses offered through the Continuing Education Division are not offered on a tuition-free basis. Persons attending classes under the provisions of this Act shall neither be counted in the enrollment computation for funding purposes nor considered on a formula basis for the issuance of capital improvement bonds.

1. Eligibility Requirements:

To be eligible for admission to a class tuition free:

- a. The individual must be a legal resident of South Carolina and have attained the age of 60.

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- b. The individual must not receive compensation as a full-time employee.
- c. The individual must meet course admissions requirements.
- d. The class must have met the minimum class size required, excluding senior citizen enrollment.
- e. The class size must be below maximum size.

2. Registration Process:

- a. A senior citizen is required to complete an Application for Admission.
- b. Senior citizens may receive a Tuition Waiver form from the Office of Student Records. A South Carolina Drivers License or other form of photo identification must be presented.
- c. Senior citizen students may only be registered within the last week of open registration before the start of a semester. Registration must be completed by a faculty advisor.
- d. Upon completion of the registration by the appropriate faculty advisor, senior citizen students will then go to the Office of Student Records where fees are assessed.
- e. There is no charge for tuition but college fees still apply.
- f. The student is responsible for purchasing textbooks and all other materials or supplies required for the courses.
- g. Seniors choosing to pay as a regular student to reserve a class seat will not be granted a refund if they choose later to apply as a senior citizen.