

# Orangeburg-Calhoun Technical College

## Statement of Procedure

Title: Enrollment of Senior Citizens

Number: 4.007.01

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Department of

Responsibility: Admissions

Authorization:

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President

Date Approved: January 20, 2004

Last Revised: February 18, 2025

Last Reviewed: February 19, 2019

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This procedure implements Policy 4.007 entitled Enrollment of Senior Citizens.

### I. Purpose:

To establish procedures for enrolling Senior citizens in courses taken at the College.

### II. Procedures:

#### Credit Courses

Senior Citizens 60 years old or over, may enroll in courses free of charge, on a space available basis, during the published Add/Drop period of each term. The College will waive the tuition cost, but all other charges relating to the cost of taking the course (books, supplies, etc) will be the responsibility of the senior citizen.

The Add/Drop period begins on the first day of class each term. However, in classes with high demand, this period may be extended and the senior citizen may not be permitted to register until after the add/drop period has ended. Adjustments to registration during the Add/Drop periods are necessary to ensure that currently enrolled degree seeking students have access to courses necessary to complete degree requirements. Identification of high demand courses are established on a term by term basis after the last day to register prior to the start of classes.

Since the tuition-waived courses are taken on a space available basis, spaces cannot be "saved" for senior citizens. To register for a course as a regular student, the senior citizen may pay the tuition and reserve a place in the course. Senior citizens who

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register and pay for a course will not be eligible to take the course under this tuition waiver procedure in the same semester. In other words, a Senior Citizen may not register for a course and save a place, then drop the course, get a refund and take the course under the tuition-waived procedure.

Senior Citizens should not attempt to register through any other process or prior to the Add/Drop dates or the waiver is not applicable and the student assumes all financial responsibility. Senior Citizens must follow standard admissions procedures and meet all course pre-requisite requirements and complete the Senior Citizens Tuition Waiver Form.

### Continuing Education courses

Any legal resident of SC, age 60 and older, can attend some\* Continuing Education classes on a SPACE AVAILABLE BASIS without payment. However, the class must first reach the minimum-paying enrollment. Seniors are required to purchase any books or materials used in the course.

A class must meet its minimum enrollment, yet not its maximum, for the Senior Citizen Discount to apply. To register for a course as a Continuing Education student, the Senior Citizen may pay the tuition and reserve a place in the course. Senior citizens who register and pay for a course will not be eligible to take the course under this tuition waiver procedure in the same semester. Senior Citizens may register beginning the workday before a one-day seminar or the first day of class for a multi-day seminar.

\*The Senior Citizen Policy does not apply to computer, licensing or certification courses, and community and personal interest courses. Community & Personal Interest courses are funded by student registration fees and not by state tax dollars. There are no fee exemptions for seniors.