

NUMBERED MEMO CC25-088

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, Distance Learning, Financial Aid Officers, Personnel Officers, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Jonnell Carpenter, *NCCCS General Counsel*

SUBJECT: Proposed Amendment of 2A SBCCC 300.2 – Application for License Renewal

DATE: November 25, 2025

On November 21, 2025, the State Board of Community Colleges (SBCC) initiated the rulemaking process to amend **2A SBCCC 300.2 – Application for License Renewal**. The proposed amendment would establish a hard deadline of April 25 for submitting license renewals and requires schools to confirm they will cease instruction on June 30 if their licenses are not renewed. The proposed amendment is published on the NC Community College System's website, [Numbered Memos - NCCCS \(ncccommunitycolleges.edu\)](https://ncccommunitycolleges.edu). For your convenience, a copy of the proposed rule, with the adopted language indicated, is attached to this memorandum. Strikethroughs indicate deletions of existing language and underlines indicate additions of language.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits public comments on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on December 25, 2025.** Any member of the public has the right to request a hearing on the proposed rule. **Requests for a hearing must be received by no later than 5:00 p.m. on December 10, 2025.**

Written comments and requests for hearing shall be directed to the following address:
Jonnell Carpenter, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to
publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

CC25-088

Email Copy
Attachment



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: November 25, 2025

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amendment of 2A SBCCC 300.2 – Application for License Renewal
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Specify whether the SBCC proposes to amend, adopt, or repeal a rule:

Adopt
(new rule)

Amend
(change existing rule)

Repeal
(delete entire rule)

	X	
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Rationale for proposed adoption, amendment, or repeal:	The amendments in 300.2 establish a hard deadline of April 25 for submitting license renewals and requires schools to confirm they will cease instruction on June 30 if their licenses are not renewed.
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Proposed Effective Date of Rule	February 1, 2026
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State Board of Community Colleges Code
TITLE 2 – PROPRIETARY SCHOOLS

CHAPTER A. PROPRIETARY SCHOOLS

SUBCHAPTER 300. LICENSURE

2A SBCCC 300.2 Application for License Renewal

- (a) All licenses issued shall expire on June 30.
- (b) All issued licenses shall extend from July 1 through June 30, inclusive; except that any license initially issued on or after April 1 shall expire on June 30 of the following calendar year.
- (c) Schools desiring the renewal of their license shall complete and submit an application in the North Carolina Proprietary Board Licensure Portal on or before March 1 annually. of each year. The completed application shall include all requested information and documentation listed within the application and any supplemental revisions requested by the Office of Proprietary Schools. Any renewal application submitted in the Licensure Portal between March 2 and April 25 shall be assessed a late fee established by the State Board of Proprietary Schools. be accompanied by the following:
- (1) ~~All information required of schools applying for an initial license that has not been~~
~~—previously submitted;~~
- (2) ~~Verification that the guaranty bond or alternative to the guaranty bond is in an~~
~~—amount equal to the greatest amount of unearned paid tuition in the school's~~
~~—possession at any time during the prior fiscal year.~~
- (3) ~~Copy of current catalog containing all information required of schools applying for~~
~~initial license; and~~
- (4) ~~Any supplementary information necessary to bring information on the school~~
~~up to date.~~
- (d) The license renewal fee established by the State Board of Proprietary Schools shall
be submitted to the Office of Proprietary Schools by A certified bank check or money

1 order. The certified bank check or money order shall be in the amount established by
2 the SBPS and published annually under the North Carolina Proprietary School Fee
3 Schedule made payable to the North Carolina State Treasurer and shall be
4 postmarked on or before March 1. Any license renewal fee postmarked after March 1
5 must include the late fee established by the State Board of Proprietary Schools.

6 (e) License renewal applications shall be submitted in the Licensure Portal on or before
7 April 25, and all license renewal fees must be received by the Office of Proprietary
8 Schools on or before April 25. The State Board of Community Colleges shall not refund
9 any license fee payment in the event a school's application is rejected or a school's
10 license is suspended or revoked.

11 (f) Proprietary schools shall make payment to the Student Protection Fund in the amount
12 set forth in G.S. 115D-95.1. The full and timely payment into the Student Protection
13 Fund is a condition of licensure. The State Board of Community Colleges shall not
14 refund any payment to the Student Protection Fund in the event that a school's
15 application is rejected or a school's license is suspended or revoked.

16 (g) Proprietary schools shall make adjustments to the guaranty bond or alternative to the
17 guaranty bond requirements of schools based on G.S. 115D-95.

18 (h) A proprietary school that fails to submit a license renewal application by April 25 shall
19 confirm in writing that:

20 (1) It has ceased advertisement and enrollment into any training programs that:

21 (A) are licensed by the State Board of Community Colleges; and

22 (B) cannot be completed before the school's license statutorily expires on June 30;

23 and,

24 (2) All enrolled students will be fully taught out before the school's license statutorily
25 expires. Any student that cannot be taught out before a school's license expires
26 shall be immediately refunded in-full (100%) and written documentation of
27 applicable refunds shall be presented to the Office of Proprietary Schools within
28 forty-five (45) days of license expiration. The SBPS will tabulate the balance of the
29 Student Protection Fund as of December 31 of each year and establish the
30 percentage amounts identified in Subparagraph (e)(1) of this Rule.

1 *History Note: Authority G.S. 115D-89; 115D-91; 115D-92; 115D-95.1; S.L. 2009-562 s.4;*
2 *Eff. September 1, 1993;*
3 *Amended Eff. _____; [July 1, 2025](#); [February 1, 2024](#);*
4 *[August 1, 2014](#); July 1, 2010; August 13, 2005; December 1,*
5 *2004;*