

**NUMBERED MEMO CC26-003**

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

**DATE:** January 20, 2026

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On January 16, 2026, the State Board of Community Colleges (SBCC) voted to amend the State Board Code, **2A SBCCC 300.2 – Application for License Renewal**. The amendment establishes 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 amendment will be effective **February 1, 2026**. At that time, the amended rule will be published on the North Carolina Community College System's website, [State Board Code - NCCCS \(nccommunitycolleges.edu\)](https://www.nccommunitycolleges.edu/state-board-code). For your convenience, a copy of the rule in its final form is attached to this memorandum.

CC26-003

Email Copy  
Attachment

**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. 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.
- (d) The license renewal fee shall be submitted to the Office of Proprietary Schools by certified bank check or money order. The certified bank check or money order shall be made payable to the North Carolina State Treasurer and shall be postmarked on or before March 1. Any license renewal fee postmarked after March 1 must include the late fee established by the State Board of Proprietary Schools.
- (e) License renewal applications shall be submitted in the Licensure Portal on or before April 25, and all license renewal fees must be received by the Office of Proprietary Schools on or before April 25. The State Board of Community Colleges shall not refund any license fee payment in the event a school's application is rejected or a school's license is suspended or revoked.
- (f) Proprietary schools shall make payment to the Student Protection Fund in the amount

set forth in G.S. 115D-95.1. The full and timely payment into the Student Protection Fund is a condition of licensure. The State Board of Community Colleges shall not refund any payment to the Student Protection Fund in the event that a school's application is rejected or a school's license is suspended or revoked.

- (g) Proprietary schools shall make adjustments to the guaranty bond or alternative to the guaranty bond requirements of schools based on G.S. 115D-95.
- (h) A proprietary school that fails to submit a license renewal application by April 25 shall confirm in writing that:
  - (1) It has ceased advertisement and enrollment into any training programs that:
    - (A) are licensed by the State Board of Community Colleges; and
    - (B) cannot be completed before the school's license statutorily expires on June 30; and,
  - (2) All enrolled students will be fully taught out before the school's license statutorily expires. Any student that cannot be taught out before a school's license expires shall be immediately refunded in-full (100%) and written documentation of applicable refunds shall be presented to the Office of Proprietary Schools within forty-five (45) days of license expiration.

*History Note: Authority G.S. 115D-89; 115D-91; 115D-92; 115D-95.1; S.L. 2009-562 s.4; Eff. September 1, 1993;  
Amended Eff. [February 1, 2026](#); [July 1, 2025](#); [February 1, 2024](#); [August 1, 2014](#); July 1, 2010; August 13, 2005; December 1, 2004;*