

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

CIVIC CENTER, SAIPAN, MARIANA ISLANDS

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COMMONWEALTH PORTS AUTHORITY

Main Office: SAIPAN INTERNATIONAL AIRPORT
P. O. BOX 1055 • SAIPAN • CM 96950

Filed this 22nd day of
March 19 84.
Office of Registrar of Corporations
Commonwealth of the Northern Mariana Islands

PUBLIC NOTICE OF PROPOSED AMENDMENT TO CPA RULES AND REGULATIONS

The Commonwealth Ports Authority, pursuant to the authority of 2 CMC §2122(j) and in accordance with the provisions of 1 CMC §9104(a), hereby gives notice to the public of its intention to adopt new regulations for the Commonwealth Ports Authority concerning airport user fees and tour bus fees. The proposed regulations are published herewith.

All interested persons will be given a reasonable opportunity to submit data, views, or arguments, in writing, concerning the proposed regulations. Written comments must be submitted to the Executive Director, Commonwealth Ports Authority, not later than the close of business thirty (30) calendar days following the date of publication of this Notice.

DATED, this 22nd day of March, 1984:



J.M. GUERRERO, Chairman
Board of Directors
Commonwealth Ports Authority



COMMONWEALTH PORTS AUTHORITY

Main Office: SAIPAN INTERNATIONAL AIRPORT
P. O. BOX 1055 • SAIPAN • CM 96950

Filed this 22nd day of
March 19 84.

Office of Registrar of Corporations
Commonwealth of the Northern Mariana Islands

NOTISIAN PUBLIKO

I Commonwealth Ports Authority, sigun gi Seksiona 2122(j), Titulo Numero 2, Kodikon i Commonwealth, yan sigun gi probision siha nui Seksiona 9104(a), Titulo Numero 1, Kodikon i Commonwealth, ha notitisia i publiko pot i intension para umaadapta man nuebo na regulasion i Commonwealth Ports Authority pot i apas para ma-usa i plasan batkon aire, yan i apas pot i tour bus. I mapropopone na regulasion mapublika guine.

Todos personas ni man interesao siempre manae oportunidad ni unfanmatugi ya umasubmiti opinion pot este na mapropopone na regulasion gi Executive Director, Commonwealth Ports Authority, gi halom trenta (30) dias despues de mapublika este na Noticia.

FECHA i Matso dia 22, 1984:

J.M. GUERRERO, Chairman
Board of Directors
Commonwealth Ports Authority



COMMONWEALTH PORTS AUTHORITY Filed this 22nd day of

Main Office: SAIPAN INTERNATIONAL AIRPORT
P. O. BOX 1055 • SAIPAN • CM 96950

March 19 84
Office of Registrar of Corporation
Commonwealth of the Northern Mariana Islands

PROPOSED AMENDMENTS TO AIRPORT
RULES AND REGULATIONS

1. Part 12(b) of the Airport Rules and Regulations, as amended, is hereby further amended as follows:

- a. By deleting the words "gross certified landing weight", and inserting in lieu thereof the words "certified maximum gross landing weight"; and
- b. By deleting the phrase "fifty-five cents (\$.55)", and inserting in lieu thereof the phrase "sixty-five cents (\$.65)"; and
- c. By deleting the phrase "five dollars (\$5.00)", and inserting in lieu thereof the phrase "seven dollars and fifty cents (\$7.50)"; and
- d. By deleting the phrase "three dollars and fifty cents (\$3.50)", and inserting in lieu thereof the phrase "four dollars and forty-five cents (\$4.45)".

2. Section 2.11.A of the Airport Rules and Regulations is hereby amended by deleting the phrase "fifty dollars (\$50.00) per operator", and inserting in lieu thereof the phrase "seventy-five dollars (\$75.00) per vehicle".

3. These amendments take effect upon their adoption by the Board of Directors, and their promulgation in the manner provide by law.



COMMONWEALTH PORTS AUTHORITY

Main Office: SAIPAN INTERNATIONAL AIRPORT

P. O. BOX 1055 SAIPAN CM 96950

Filed this 26th day of

March 19 84

Office of Registrar of Corporations

PUBLIC NOTICE Commonwealth of the Northern Mariana Islands

Adoption of Regulations

NOTICE IS HEREBY GIVEN, pursuant to the provisions of 1 CMC §§ 9102 and 9105, 2 CMC §2122(j), and §4 of the Regulations of the Registrar of Corporations, Commonwealth Register No. 5, p. 2148, that the Commonwealth Ports Authority has adopted and hereby publishes and promulgates an amendment to its Airport Rules and Regulations. The said amendments were originally published in the Commonwealth Register, Vol. 6, No. 1. The text of the amendment to the Rules and Regulations, as adopted, is set forth herein below.

The said amendment takes effect ten days after its publication in the Commonwealth Register.

The undersigned hereby certifies that he is the official who is authorized by law to approve the adoption of the Rules and Regulations of the Commonwealth Ports Authority; that the Rules and Regulations referred to in this Notice were formally adopted by the Commonwealth Ports Authority; and that the original and one copy of the said Rules and Regulations have been filed with the Registrar of Corporations.

DATED, this 20th day of March, 1984:

J.M. GUERRERO, Chairman



COMMONWEALTH PORTS AUTHORITY

Main Office: SAIPAN INTERNATIONAL AIRPORT
P. O. BOX 1055 • SAIPAN • CM 96950

AMENDMENT TO CPA RULES AND REGULATIONS

Part 7 of the Rules and Regulations of the Commonwealth Ports Authority is hereby amended by the addition of a new Part 7.8, to read as follows:

"7.8. Notice of Airline Schedule Changes

Every commercial airline operating regularly scheduled service to or from any airport of the Commonwealth shall, as soon as practicable, notify the Authority of any and every change in the scheduled arrival and departure of its flights. The Authority deems such notification necessary in order that the Authority may assure that airports are adequately staffed to handle such flights. If notification of a proposed scheduled change is not provided to the Authority at least forty-five (45) days prior to the effective date of such schedule change, the Authority cannot guarantee that sufficient staff will be available at the airport(s) affected."

March 1984.



Commonwealth of the Northern Mariana Islands

Office of Registrar of Corporations

Department of Public Health & Environmental Services

Division of Environmental Quality

Saipan, Mariana Islands 96950



Cable Address:
Gov. NMI Saipan
Tel. 6984/6114

PUBLIC NOTICE

PROPOSED UNDERGROUND INJECTION CONTROL REGULATIONS FOR PUBLIC LAW 3-23 DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENTAL SERVICES

The Director of the Department of Public Health and Environmental Services of the Commonwealth of the Northern Mariana Islands is proposing to promulgate new regulations establishing requirements for any underground injection of hazardous wastes, of fluids used for extraction of minerals, oil, and energy, and of certain other fluids with potential to contaminate groundwater in order to protect underground sources of drinking water. These proposed regulations are to be promulgated pursuant to the authority granted the Director of Public Health and Environmental Services under Public Law 3-23. The proposed regulations prohibit deep injection of wastes, injection of fluids associated with oil and gas mining, solution mining, injection of hazardous wastes, and other categories identified in the proposed regulations. They allow all other types of injection to exist, subject to applicable regulations. They do not apply to drinking water supply wells, water production wells, monitoring well drilling, development, and rehabilitation processes.

Copies of the proposed regulations may be obtained from the Department of Public Health and Environmental Services, Division of Environmental Quality, Dr. Torres Hospital, Saipan, CM 96950.

Anyone interested in commenting on the proposed regulations may do so by submitting comments in writing to the Director, Public Health and Environmental Services, Saipan, CM 96950, within thirty (30) days from the date this notice is published in the Commonwealth Register.

3/26/84
Date

Dr. Jose T. Villagomez
Director, Public Health and
Environmental Services

March 1984

Office of Registrar of Corporations
Commonwealth of the Northern Mariana Islands



Commonwealth of the Northern Mariana Islands

Department of Public Health & Environmental Services
Division of Environmental Quality
Saipan, Mariana Islands 96950



Cable Address:
Gov. NMI Saipan
Tel. 6984/6114

NOTISIAN PUBLIKO

PROPOSITON REGULASION MADULOK PAPA' TANO' NA AREKLAMENTO SIHA PARA I LAI PUBLIKO 3-23 GINEN I DEPATTAMENTON HINEMLO' PUBLIKO YAN ENVIRONMENTAL NA SETBISIO

I Direktot i Depattamenton Hinemlo' Publiko yan i Environmental na Setbisio gi Commonwealth gi sankattan siha na isla ha propopone nuevo na areklamento para uma establese maseha hafa na klasen madulok papa' tano' pot piligrosu na trompeson, fluids para mana'suhan i minerals, lana, energy yan pot otro metton na fluids ni sina pumusipble para u tatme i hanom papa' tano' ni para u prinitehi i hale' papa' tano' pot hanom magimen. Este siha na propositon areklamento para uma propone pinetsigi para i ma na'i na atoridat i Direktot i Depattamenton Hinemlo' yan Environmental na Setbisio para i lai Publiko 3-23. Este siha na propositon areklamento ha prohibi taddong na madulok trompeson, madulok fluids ni dumadanna' yan lana, minan gasilina, minan dritiyon,, madulok piligrosu na trompeson, yan otro siha na katigurat ni ma aidentifika gi propositon areklamento. Ma petmiti todou otro na klasen dinilok para i gagaige, sigun gi propositon areklamento. Ti ha aplilika i suplika na hanom tupo' yan produkto na hanom tupo', pat i mamananea na madulok tupo' development, yan rehabilitation processes.

Kopia pot i propositon areklamento siha sina machule' ginen i Depattamenton Hinemlo' yan Environmental na Setbisio, Division of Environmental Quality, Dr. Torres Hospital, Saipan, CM 96950.

Hayi i interesao pot i propositon areklamento u satmiti hafa mas para usangan gi matugi na manera guatu gi Direktot i Depattamenton Hinemlo' Publiko yan Environmental na Setbisio, Dr. Torres Hospital, Saipan, CM 96950 gi halom 30 dias na tiempo desde i ha'ane anai este na notisia na publika gi halom i Commonwealth Register.

3/26/84
Fecha

R. JOSE T. VILLAGOMEZ
Direktot i Depattamenton Hinemlo'
yan Setbisio Environmental

Filed this 26th day of
March 1984.

Office of Registrar of Corporations
Commonwealth of the Northern Mariana Islands

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

UNDERGROUND INJECTION CONTROL REGULATIONS

PART I. GENERAL PROVISIONS

1.1 Authority and Scope. These regulations have been promulgated by the Department in accordance with Public Law 3-23 of the Commonwealth of the Northern Mariana Islands. These regulations and technical provisions and specifications to be adopted by the Department from time to time, shall have the force and effect of law and shall be binding on all persons and other legal entities subject to the jurisdiction of the Commonwealth of the Northern Mariana Islands.

PART II. PURPOSE

2.1 The purpose of these regulations is to establish requirements for any underground injection of hazardous wastes, of fluids used for extraction of minerals, oil, and energy and of certain other fluids with potential to contaminate ground water in order to protect underground sources of drinking water as required in the Federal Safe Drinking Water Act, P.L. 95-523, as amended by P.L. 95-190, 42 U.S.C. 300f et seq. These regulations prohibit deep injection of wastes, injection of fluids with oil and gas mining, solution mining, injection of hazardous wastes, and other categories identified in these regulations. They allow all other types of injection to exist, subject to applicable regulations. These regulations do not apply to drinking water supply wells and water production wells or monitoring well drilling, development, and rehabilitation processes.

PART III. DEFINITIONS

(a). "Aquifer" means a geological "formation," group of formations, or part of a formation that is capable of yielding a significant amount of water to a well or spring.

(b) "Chief" means the Chief of the Division of Environmental Quality.

(c) "Contaminant" means any physical, chemical, biological, or radiological substance or matter in water.

(d) "Department" means the Department of Public Health and Environmental Services.

(e) "Director" means the Director of Public Health and Environmental Services.

(f) "Division" means the Division of Environmental Quality.

(g) "Drilling Mud" means a heavy suspension used in drilling an "injection well," introduced down the drill pipe and through the drill bit.

(h) "Exempted aquifer" means an "aquifer" or its portion that meets the criteria in the definition of "underground source of drinking water" but which has been exempted according to the procedures in Part IX.

(i) "Facility or activity" means any "injection well," or any other facility or activity (including land or appurtenances thereto) that is subject to these regulations.

(j) "Fluid" means any material or substance which flows or moves whether in a semisolid, liquid, sludge, gas, or any other form or state.

(k) "Formation" means a body of rock characterized by a degree of lithologic homogeneity which is prevailingly, but not necessarily, tabular and is mappable on the earth's surface or traceable in the subsurface.

(l) "Formation Fluid" means "fluid" present in a "formation" under natural conditions as opposed to introduced fluids, such as "drilling mud."

(m) "Generator" means any person by site location, whose act or process produces "hazardous waste" identified or listed.

(n) "Ground water" means water below the land surface in a zone of saturation.

(o) "Hazardous waste" means a hazardous waste as defined in 40 CFR 261.3.

(p) "Injection well" means a "well" into which "fluids" are being injected.

(q) "Injection zone" means a geological "formation," group of formations, or part of a formation receiving fluids through a "well."

(r) "Owner or operator" means the owner or operator of any "facility or activity" subject to these regulations.

(s) "Pollutant" means dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged in water. It does not mean sewage from vessels.

(t) "Plugging" means the act or process of stopping the flow of water, oil, or gas into or out of a formation through a borehole or well penetrating that formation.

(u) "Radioactive waste" means any waste which contains radioactive material in concentrations which exceed those listed in 10 CFR Part 20, Appendix B, Table II, Column 2.

(v) "Stratum" (plural strata) means a single sedimentary bed or layer, regardless of thickness, that consists of generally the same kind of rock material.

(w) "Total dissolved solids" means the total dissolved (filterable) solid as determined by use of the method specified in 40 CFR Part 136.

(x) "Underground injection" means a "well injection."

(y) "Underground source of drinking water" (USDW) means an aquifer or its portion:

(1)(i) Which supplies any public water system; or

(ii) Which contains a sufficient quantity of ground water to supply a public water system; and

(A) Currently supplies drinking water for human consumption; or

(B) Contains fewer than 10,000 mg/l total dissolved solids; and

(2) Which is not an exempted aquifer.

(aa) "Well" means a bored, drilled or driven shaft, or a dug hole, whose depth is greater than the largest surface dimension.

~~bb~~ "Well injection" means the subsurface emplacement of "fluids" through a bored, drilled, or driven "well"; or through a dug well, where the depth of the dug well is greater than the largest surface dimension.

PART IV. CLASSIFICATION OF INJECTION WELLS

Injection wells are classified as follows:

(a) Class I. (1) Wells used by generators of hazardous waste or owners or operators of hazardous waste management facilities to inject hazardous waste beneath the lowermost formation containing, within one quarter (1/4) mile of the well bore, an underground source of drinking water.

(2) Other industrial and municipal disposal wells which inject fluids beneath the lowermost formation containing, within one quarter (1/4) mile of the well bore, an underground source of drinking water.

(b) Class II. Wells which inject fluids:

(1) Which are brought to the surface in connection with conventional oil or natural gas production and may be commingled with waste waters from gas plants which are an integral part of production operations, unless those waters are classified as hazardous waste at the time of injection.

(2) For enhanced recovery of oil or natural gas; and

(3) For storage of hydrocarbons which are liquid at standard temperature and pressure.

(c) Class III. Wells which inject for extraction of minerals including:

(1) Mining of sulfur by the Frasch process;

(2) In situ production of uranium or other metals. This category includes only in-situ production from ore bodies which have not been conventionally mined. Solution mining of conventional mines such as stopes leaching is included in Class V.

(3) Solution mining of salt or potash.

(d) Class IV. (1) Wells used by generators of hazardous waste or of radioactive waste, by owners or operators of hazardous waste management facilities, or by owners or operators of radioactive waste disposal sites to dispose of hazardous waste or radioactive waste into a formation which within one quarter (1/4) mile of the well contains an underground source of drinking water.

(2) Wells used by generators of hazardous waste or of radioactive waste, by owners or operators of hazardous waste management facilities, or by owners or operators of radioactive waste disposal sites to dispose of hazardous waste or radioactive waste above a formation which within one quarter (1/4) mile of the well contains an underground source of drinking water.

(3) Wells used by generators of hazardous waste or owners or operators of hazardous waste management facilities to dispose of hazardous waste, which cannot be classified under (a)1 or (d)1 and 2 (e.g., wells used to dispose of hazardous waste into or above a formation which contains an aquifer which has been exempted pursuant to Part IX).

(e) Class V. Injection wells not included in Class I, II, III, or IV.

PART V. PROHIBITED ACTIVITIES

5.1 All injection of fluids through wells is prohibited except as authorized by this regulation.

5.2 No person shall construct, install, operate or maintain any Class I, II, III, or IV injection wells.

5.3 No underground injection shall be allowed where a Class V well causes or allows movement of fluid containing any pollutant into underground sources of drinking water and the presence of that pollutant causes or is likely to cause a violation of the CNMI Drinking Water Regulation, or which in the opinion of the Department adversely affects or is likely to adversely affect the health of persons.

PART VI. PERMITTED ACTIVITIES

6.1. These regulations do not prohibit the construction, installation, operation or maintenance of any type of injection well not included in Classes I-IV, provided there is compliance with these regulations and other applicable regulations and statutes.

6.2 Class V wells shall include but not be limited to the following types:

(a) Air conditioning return flow wells used to return to the supply aquifer the water used for heating or cooling in a heat pump.

(b) Cooling water return flow wells.

(c) Drainage wells used to drain surface storm runoff into soil or bed rock.

(d) Dry wells seepage pits, and leaching pits used for the introduction of waste fluids, other than those treated in septic systems.

(e) Recharge wells used to replenish the water in an aquifer.

(f) Salt water intrusion barrier wells used to inject water into a fresh water aquifer to prevent the intrusion of salt water into the fresh water.

(g) Sand backfill, placing a mixture of water and sand, mill tailings, or other solids into surface and subsurface mines.

(h) Dry wells or leaching pits used to dispose of septic system effluents.

(i) Subsidence control wells used to inject fluids to reduce or eliminate subsidence associated with the overdraft of groundwater.

(j) Geothermal disposal wells related to electrical generation and geothermal wells used for heating and aquaculture.

6.3 Class V wells shall not include the following types:

(a) Injection wells located on a drilling platform or other site that is beyond the CNMI's territorial waters.

(b) Individual or single family residential waste disposal system such as domestic cesspools or septic systems.

(c) Nonresidential cesspools, septic systems or similar waste disposal systems if such systems (A) are used solely for the disposal of sanitary waste, and (B) have the capacity to serve fewer than 20 persons a day.

(d) Injection wells used for injection of hydrocarbons which are of pipeline quality and are gases at standard temperature and pressure for the purpose of storage.

(e) Any dug hole which is not used for emplacement of fluids underground.

PART VII. REGISTRATION

The owner or operator of any Class V well under his control, shall within one year of the effective date of these regulations, notify the Division (on a form to be supplied by the Division) of the existence of any well meeting the definition of Class V. The form supplied by the Division shall require the owner or operator to provide at least the following information:

- (1) Facility name and location;
- (2) Name and address of legal contact;
- (3) Ownership of facility;
- (4) Nature and type of injection wells; and
- (5) Operating status of injection wells.

PART VIII. PROTECTION

All aquifer or parts of aquifers which meet the definition of an "underground source of drinking water" shall be protected as an underground source of drinking water except where exempted.

PART IX. EXEMPTION

After notice and opportunity for public hearing, and subject to the approval of the U.S. Environmental Protection Agency, an aquifer, or portion thereof, may be exempted from being an underground source of drinking water when the Department identifies such aquifer in clear and definite terms using the following criteria:

(1) It does not currently serve as a public source of drinking water; and

(2) It cannot now and will not in the future serve as a public source of drinking water because:

(a) It is mineral, hydrocarbon or geothermal energy producing;

(b) It is situated at a depth or location which makes recovery of water for drinking water purposes economically or technologically impractical;

(c) It is so contaminated that it would be economically or technologically impractical to render that water fit for human consumption; or

(d) The Total Dissolved Solids content of the groundwater is more than 3,000 and less than 10,000 mg/l and it is not reasonably expected to supply a public water system.

PART X. ACCESS TO RECORDS

Owners and operators of any injection well shall make all existing records and other pertinent information concerning the construction and operation of such well available to the Division upon request. Requests for information by the public shall be treated in accordance with the procedures described in 40 CFR Part 2 (Public Information). Confidentiality of Information shall be treated in accordance with 40 CFR Part 144.5.

PART XI. CORRECTIVE ACTION

For Class V wells, if there is any movement of injection or formation fluids into underground sources of drinking water, or the presence of that contaminant may cause a violation of the CNMI Drinking Water Regulations, "Commonwealth Register," Vol. 5, No. 3, March 31, 1983, or may adversely affect the health of persons, the Chief shall order such additional requirements as may be necessary for corrective action including closure through plugging and abandonment of the injection well to prevent such movement.

PART XII. APPEALS OF CORRECTIVE ACTION

An order for corrective action issued by the Chief may be appealed by recipient issued the order within fifteen (15) days from the date the Division notifies him/her of such corrective action, as provided by law. This order is immediately effective upon issuance.

PART XIII. ENFORCEMENT

13.1 The Department, acting through the Commonwealth Attorney General, is responsible for enforcement of these regulations in consonance with, and in accordance with the applicable laws of the CNMI and in accordance with U.S. P.L. 93-523, known as the "Safe Drinking Water Act". The Attorney General shall have the authority to institute legal actions to enjoin a violation, continuing violation or threatened violation of these regulations.

13.2 Penalties.

(a) Any person who violates any provision of these regulations or order issued by the Department or Division charged with responsibilities pursuant to these regulations shall be subject to a civil penalty of not more than one thousand dollars (\$1,000.00) for each day of violation.

(b) Upon request of the Department, the Commonwealth Attorney General shall have the authority to petition the Commonwealth Trial court or the United States District Court for the Northern Mariana Islands for a judgment assessing damages arising from a violation of these regulations or order of the Department or Division charged with responsibilities pursuant to these regulations. In determining such damages, if any, the court having jurisdiction of the matter shall consider the magnitude of harm caused by the violation, the nature and persistence of the violation, the length of time during which the violation has occurred and any corrective or ameliorative action or circumstances on the part of the person or persons against whom the damages are to be assessed.

(c) Any person who willfully or negligently violates any provision of these regulations, or order of the Department or Division charged with responsibilities pursuant to these regulations, shall be subject to criminal prosecution and upon conviction shall be punished by a fine of not more than fifty thousand dollars (\$50,000.00) for each day of violation or by imprisonment not exceeding one (1) year, or both.

(d) Any person who knowingly makes any false statement, representation, or certification in any registration, record, report, plan or other document filed or required to be maintained under these regulations, or by any certification, or order issued under these regulations, or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required to be maintained pursuant to these regulations or order of the Department pursuant to

these regulations shall be subject to criminal prosecution and upon conviction shall be punished by a fine of not more than fifty thousand dollars (\$50,000.00) or by imprisonment for not more than one (1) year, or both.

(e) All sums received as fines pursuant to this section and all fees collected pursuant to these regulations shall be paid to the treasurer of the Commonwealth for credit to the general fund of the Commonwealth.

PART XIV. SEVERABILITY

If any provision of the regulations within or the application thereof is held to be invalid, such invalidity shall not affect any provision of the regulations not specifically held to be invalid.

Dr. Jose T. Vilagomez
Director, Public Health and
Environmental Services

Date

Filed this 20th day of

March 19 84



Commonwealth of the Northern Mariana Islands

Office of Registrar of Corporations

Department of Public Health & Environmental Services

Division of Environmental Quality

Saipan, Mariana Islands 96950



Cable Address:
Gov. NMJ Saipan
Tel. 6984/6114

PUBLIC NOTICE

NOTICE OF ADOPTION EARTHMOVING AND EROSION CONTROL REGULATIONS FOR PUBLIC LAW 3-23 DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENTAL SERVICES

The Director of the Department of Public Health and Environmental Services of the Commonwealth of the Northern Mariana Islands hereby adopts new regulations for the protection of the environment through the control of erosion caused by earthmoving activities. These regulations will be used under the authority of CNMI Public Law 3-23.

The purpose of these regulations and technical provisions is to establish certain minimum standards and requirements as determined by the Department to be necessary for control of nonpoint source runoff from man related activities for the protection of water quality and their beneficial uses, and natural resources in the marine and fresh water environment as set forth by Commonwealth law and regulation.

The adopted regulations include the following subject areas:

1. The authority and purpose of the regulations.
2. Compliance and permit surrender procedures.
3. The permit system, procedure, and application.
4. Required investigations, reports, and plans.
5. Inspections.
6. Standards of grading, filling, and clearing.
7. Variances.
8. Violation and enforcement.

Copies of the regulations may be obtained from the Department of Public Health and Environmental Services, Division of Environmental Quality, located at Dr. Torres Hospital, Saipan, CM 96950. These regulations become effective within ten (10) days from the date this notice is published in the Commonwealth Register.

3/30/84
Date

DR. JOSE T. VILLACOMEZ, Director
Public Health & Environmental Services



March 1984.
Office of Registrar of Corporations
Commonwealth of the Northern Mariana Islands

Department of Public Health & Environmental Services
Division of Environmental Quality
Saipan, Mariana Islands 96950



Cable Address:
Gov. NMJ Saipan
Tel. 6984/6114

NOTISIAN PUBLIKO

Notisian Ma adopta
Maguaddok odda' yan para
u masueta finagassen odda' ginen i ichan pat manglo'
para i lai Publiko 3-23 ginen i Depattamenton
Hinemlo' Publiko yan setbision Environmental

I Direktot i Depattamenton Hinemlo' Publiko yan Setbision Environmental gi Commonwealth i Sankatan na Islas Marianas ha adopta nuebo na regulasion pot para umanaguaha yan umaprotehe i maguaddok odda' yan para u masueta fina'gassen odda' ginen i ichan pat manglo' gi Commonwealth. Este na regulasion para umausa komo patte gi Lai Publiko 3-23.

I propositon este na regulasion teknikat yan espsifikasion pot para uma estable si i minimum standards ni manasisita sigum i madetetmina nu i Depattamento komo presiso para proteksion i fina'gassen odda' ginen i ichan pat manglo' ni finachocho taotao para proteksion kualidat hanom, usu para probecho, yan naturat na guinahan tano' yan tasi ni mana' guahahayi ni lai yan regulasion gi Commonwealth.

I ma adopta na regulasion ha inklulusu i sigente siha na asunto:

1. I atoridat yan propositon regulasion siha.
2. Hu ma kompli yan u mana' i direchu i mana'in lisensia para otro siha na ahensia.
3. I sisteman lisensia, areklamenton lisensia yan aplikasion.
4. Madimanda inbestigasion, repot, yan planu siha.
5. Rikonosimento.
6. Ginagagao para u masupiyu, matatni yan mana'gasgas.
7. I otro siha na manera yan i manasuha i areklamento para ayu siha na sistema ni ti sina madalalake i mas propio yan kantida na asunto maguaddok odda' yan fina'gassen odda' ginen i ichan pat manglo'.
8. Kontradiksion yan areklamenton regulasion siha.

Kopian i maproposa na regulasion siha sina machule' ginen i Depattamenton Hinemlo' Publiko yan Setbision Environmental, Dibision i Kualidat Environmental, Dr. Torres Hospital, Saipan, CM 96950. Este na regulasion efektibo gi halom dies (10) dias ginen ayu na fecha anai mapublika este na notisia gi Commonwealth Register.

330/84
Fecha

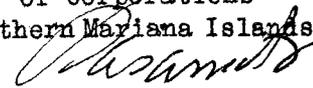
DR. JOSE T. VILLAGOMEZ
Direktot i Depattamenton Hinemlo'
yan Setbision Environmental

EARTHMOVING AND EROSION CONTROL
REGULATIONS

Filed this 30th day of

March 19 84.

Office of Registrar of Corporations
Commonwealth of the Northern Mariana Islands



PART 1 AUTHORITY

These regulations have been promulgated by the Department in accordance with the Commonwealth of the Northern Mariana Islands Public Law 3-23. These regulations and technical provisions shall have the force and effect of law and shall be binding on all persons and other legal entities subject to the jurisdiction of the Commonwealth of the Northern Mariana Islands.

The purpose of these regulations and technical provisions is to establish certain minimum standards and requirements as determined by the Department to be necessary for control of nonpoint source runoff from man related activities for the protection of water quality, beneficial uses, and natural resources, in the marine and fresh water environment as set forth by Commonwealth law and regulation.

PART 2 GENERAL PROVISIONS

2.1 Compliance

Construction and maintenance of any landfills, excavations and cuts and clearing of vegetation and the revegetation of cleared areas, and all other earthmoving activities, shall be in compliance with the terms of these regulations. Permits shall be required as provided in these regulations and such permits shall be granted or denied in conformity with the provisions of these regulations.

2.2 Interpretation and Severability

Th provisions of these regulations shall be literally construed to effectuate their purposes. If any section, clause, provision or portion of these regulations is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of these regulations shall not be affected thereby.

2.3 Permit Surrender

The DEQ may take administrative action to relieve an applicant of undue procedural requirements by utilizing such devices as permit surrender and consolidated permit applications, upon a finding that such actions will be in the best interest of the Commonwealth and will meet or cause to be met by any applicable law, standard, rule, or regulation in force.

PART 3 DEFINITIONS

For the purpose of these regulations, certain terms or words used herein shall be interpreted as follows: words in the present tense include the future; words in the singular number include the singular number; and the word "shall" is mandatory, not permissive. The following terms where ever used in these regulations shall have the following meaning unless the context clearly indicates otherwise:

(a) "Area of Instability" means an area where there is a risk of rock movement.

(b) "Chief" means the Chief, Division of Environmental Quality.

(c) "Clearing of Vegetation" means total or partial removal of naturally occurring vegetation on an area of land.

(d) "Commonwealth" means the Commonwealth of the Northern Mariana Islands.

(e) "Department" means the Department of Public Health and Environmental Services.

(f) "Director" means the Director of Public Health and Environmental Services.

(g) "DEQ" means the Division of Environmental Quality.

(h) "Earthmoving Activity" means any construction or other activity which disturbs or alters the surface of the land, a coral reef, or bottom of a lagoon, or ocean floor, including but not limited to excavations, dredging, embankments, land reclamation in a lagoon, land development, subdivision development, mineral extraction, ocean disposal and the moving, depositing or storing of soil, rock, coral or earth; sand mining, except at sites that are approved and regulated by the Department of Public Works or designated government agency.

(i) "Fill" means any rock, soil, gravel, sand or other material deposited by man.

(j) "Geological Terms" means any term used in these regulations which pertains to the science of geology as defined and set forth in the latest edition of the "Glossary of Geology" published by the American Geological Institute, unless such term is otherwise defined herein.

(k) "Grading" means cutting through or otherwise disturbing the layers of the soil mantle so as to change the existing landform.

(l) "Permit Surrender" means the transfer or delegation of one agency's or one level of permit authority to regulate a particular aspect of development to another agency.

(m) "Person" means an individual, partnership, corporation, business association, or group of individuals and any governmental entity.

(n) "Sand Mining" means the taking of any rock, sand, gravel or other material from any site, including all areas from the landward vegetation line to the seaward outer slope of the barrier or fringing reef.

4.1 When Required.

No earthmoving activity shall take place unless clearance has been obtained from the CNMI Historic Preservation Office in accordance with P.L.3-29. After this clearance has been obtained and except as set forth in Section 4.11, no person shall commence or continue any grading, excavating, filling or clearing of vegetation without having first obtained a permit in accordance with these regulations.

4.11 Exceptions.

A permit under these regulations shall not be required if the proposed work is limited to any of the following circumstances, though all other applicable provisions of these regulations shall apply to such work:

(a) The work is an exploratory excavation under the direction of a soils engineer or geologist not to exceed an aggregate area of four hundred (400) square meters;

(b) The work is for field plowing or agricultural purposes;

(c) The work is for the purpose of erecting a one (1) or two (2) family residence;

(d) The work is for refuse disposal sites controlled by other regulations;

(e) The work is the clearing of vegetation for landscape purposes or site inspection which does not exceed two (2) hectares in area and there is sufficient prevention of erosion, and the applicant can demonstrate to DEQ that there will be no adverse environmental impact to any surface water as a result of the earthmoving activity.

(f) The work is by a public agency in accordance with plans approved by DEQ.

4.2 Permit Procedure.4.21 General Requirements.

(a) No person shall commence or continue any of the following grading, filling or clearing of vegetation without first obtaining permit from DEQ:

(1) That requiring a variance pursuant to the provisions of Part 9;

(2) For ongoing activities/operations of a continuous nature, such as dredging, quarrying, etc., shall be in compliance with these regulations within six (6) months from the effective date; and

(3) Development and/or construction operations shall comply immediately with these regulations to the extent possible.

(b) Upon receipt of an application the DEQ shall review it, applying the standards and requirements of these regulations and within thirty (30) days from date of receipt either issue, issue with conditions or deny said permit in accordance with said standards and requirements. The DEQ shall not issue a permit which does not comply with the provisions of these regulations.

(c) If the application is incomplete or insufficient in any manner, the DEQ shall reject it and inform the applicant of the items needed to make it complete. An incomplete or insufficient application shall not be a proposal requiring action by the DEQ within any deadline for action prescribed by these regulations.

(d) An appeal from the determination of DEQ staff may be made by any aggrieved party by lodging with DEQ staff a written notice of appeal within ten (10) days of the date of determination. On appeal, the DEQ may affirm, reverse or modify their determination and such action shall be final.

4.22 Application Form and Required Information for Permits

Applicants for a permit shall submit an application to DEQ upon a form prescribed by DEQ. Applicants for a permit shall furnish to DEQ an information report prepared by individuals qualified by training and experience to have knowledge of the subject. The DEQ shall determine the adequacy of the report and may require the submission of additional information where necessary. The report shall provide the following information except to the extent that the DEQ determine that such information is not applicable to the project.

(a) Erosion and Sediment Control Plan.

(1) The plan shall be prepared by a qualified professional engineer;

(2) A map clearly depicting the land capabilities of the property on which the grading is to be performed, including the applicable soil name, soil group, hydrologic group, slope, runoff potential, soil depth, erosion potential, and natural drainage;

(3) A map clearly depicting accurate contours at two (2) foot intervals showing the topography of the ground to be cleared, graded or filled. The map shall extend beyond the site to be developed far enough so that any impact of erosion from the site and its deposition on adjacent properties may be assessed;

(4) A subsurface soil and geological report including subsurface investigations, if such report is required pursuant to Part 5 of these regulations;

(5) An accurate plot plan showing the exterior boundaries of the property on which the grading is to be performed, which plot plan shall include a grading plan prepared in accordance with engineering and planning practices, applicable codes and restrictions imposed by the recommendations of the subsurface soil and geological report;

(6) Elevations and dimensions, including quantity, location and extent of proposed grading;

7 Location, construction and maintenance of sediment retention structures and equipment.

(i) The site plan shall specify the type, dimensions and location of all sediment retention or stormwater management structures and equipment.

(ii) The plan shall indicate the construction sequence of erosion control structures coordinated with the increment development schedule.

(iii) A maintenance program for the control facilities during the construction phase shall be prepared that includes plans for the removal and disposal of materials from the control facilities on the project area.

(8) A map and report showing existing tree locations, size, species, and the proposed extent and manner of tree cutting and vegetation clearing, including a plan for disposing of cut trees and vegetation and protection of vegetation remaining on site;

(9) A description of equipment and methods to be employed in disposing of soil and other material that is removed from the grading site;

(10) A schedule showing when each stage of the project will be completed, and all clearing, grading and stabilization operations shall be completed on a specified increment before moving on to the next specified increment.

(b) A Slope Stabilization and Revegetation Plan

(1) The applicant shall submit a slope stabilization and revegetation plan which shall include a complete description of the existing vegetation, the vegetation to be removed and its disposal, the vegetation to be planted, erosion control and slope stabilization measures to be installed.

(2) The plan shall include an analysis of the environmental effects of such operations, including the effects on slope stability, soil erosion, water quality, and fish and wildlife.

PART 5 REQUIRED INVESTIGATIONS, REPORTS AND PLANS

5.1 General Requirements of Subsurface Investigations

If a subsurface soil and geological report is required pursuant to Part 5.2, subsurface investigations shall be performed throughout the area to sufficiently describe the existing conditions.

5.2 Specific Requirements of Subsurface Investigations

Subsurface investigation shall be conducted, and a subsurface soil and geological report prepared, where stability may be lessened by the proposed grading or filling or when such grading or filling will be performed at any of the following locations:

- (a) Zones of trapped water or high water table;
- (b) Where a fill slope is to be placed above a cut slope;
- (c) Where pile driving is to be conducted;
- (d) Proposed or existing fills exceeding twenty (20) feet in height;
- (e) Proposed or existing cuts exceeding twenty (20) feet in height, unless in extremely competent rock; or
- (f) Where side hill fills are to be placed on existing slopes steeper than sixteen percent (16%).

Where any of the particular problem areas listed above or other weaknesses are found, the subsurface investigation shall be of sufficient intensity to describe the problem thoroughly. The person making the report shall submit a written report of findings and recommendations.

5.3 Additional Investigations and Reports

When requested by the DEQ, the applicant shall procure and furnish at his own expense additional engineering, geologic and ownership reports, plans or surveys and other material necessary to determine and evaluate site conditions and the effect of the proposed work on abutting properties, public ways and public welfare and safety within the purposes of these regulations.

PART 6 INSPECTION

6.1 Inspections at Reasonable Times

All construction or work for which a permit is required shall be subject to inspection at reasonable times by authorized employees of the DEQ.

6.2 General Inspections

The DEQ may make any inspections of any construction work deemed necessary to ascertain compliance with the provision of these regulations or other regulations of the DEQ.

6.3 Notification

The permittee or his agent shall notify the DEQ at least two (2) working days in advance of the start of the grading, filling or clearing operation.

6.4 Inconsistent Conditions

If the inspector finds the soil or other conditions other than as stated in the application for permit he may revoke the permit and refuse to approve work until approval is obtained for a revised permit which will conform to the existing conditions. In such event, all work shall cease until a revised permit is obtained.

Whenever any work on which inspections are required by these regulations is covered or concealed by additional work without first having been inspected, the DEQ may require, by written notice, that such work be exposed for examination. The work of exposing and recovering shall not entail expense to the DEQ.

PART 7 STANDARDS OF GRADING, FILLING AND CLEARING

7.1 Criteria for Grading, Filling and Clearing Operations

All grading, filling and clearing operations, whether or not requiring a permit under these regulations, shall be designed:

- (a) To preserve, match or blend with the natural contours and undulations of the land;
- (b) To retain trees and other native vegetation, to stabilize hillsides, retain moisture, reduce erosion, siltation and nutrient runoff and preserve the natural scenic beauty;
- (c) To minimize scars from cuts and fills;
- (d) To reduce the amount of cuts and fills and to round off sharp angles at the top, toe and sides of all necessary cut and fill slopes;
- (e) To limit development on steep terrain;
- (f) To take into consideration geologic fragileness and adverse soil conditions and their effect on the future stability of the development;
- (g) To assure that all cleared slopes, cuts and fills and other areas vulnerable to erosion shall be stabilized;
- (h) To assure that construction, clearing of vegetation or disturbance of the soil will be limited to those areas of proven stability;
- (i) To assure that the natural geological erosion of hillsides, slopes, graded areas, cleared areas, filled areas, will not be exceeded; and
- (j) To assure that sediment or other material deposited in the marine waters or coastline, or any other public or private lands will not exceed that which would have been deposited if the land had been left in its natural state.

7.2 Discharge Prohibitions

7.21 Direct Discharge

No person shall discharge solid or liquid waste materials including soil, silt, clay, sand, and other organic or earthen materials into the lagoon, ocean, or coastline, surface waters such as lakes, wetlands, streams or springs, or other people's property.

7.22 Indirect Discharge

No material shall be placed near the coastline or ocean water, wetlands, streams, springs or lakes in such a manner, that it would be susceptible to erosion and/or deposition into said waters.

7.23 Discharge Control Devices

In order to prevent such discharges from occurring, approved erosion and siltation control devices and measures shall be required for all grading and filling. Control devices and measures which may be required include, but are not limited, the following:

- (a) Energy absorbing devices to reduce the velocity of runoff waters;
- (b) Sedimentation controls such as desilting basins and catch basins. Any trapped sediment shall be removed to a site approved by the DEQ;
- (c) Dissipation of water runoff from developed areas over large undisturbed areas;
- (d) Discharge of water runoff from developed areas into drainage fields to dissipate the runoff into the subsoil;
- (e) Multiple discharge points to reduce the volume of runoff over the localized discharge areas; and
- (f) Physical erosion control device.

7.24 Temporary Control

Approved temporary erosion and sedimentation control devices, facilities and measures shall be required during construction.

7.3 Dust Control

Whenever the native ground cover is removed or disturbed or whenever fill material is placed on the site, the exposed surface shall be treated to the extent necessary to eliminate dust arising from the exposed material.

7.4 Prohibition of Grading During Inclement Weather

Grading, filling, clearing of vegetation or other disturbance of the soil are prohibited during inclement weather and for resulting period of time when the site is in a saturated, muddy or unstable condition. Major earthmoving should wherever practicable be scheduled to coincide with the dry season.

7.5 Schedule of Operations

All grading and filling operations shall proceed according to a work schedule included in the grading plan. The schedule shall be prepared to limit to the shortest possible period of time that exposed soil is unprotected.

7.6 Disposal of Cleared Vegetation

Vegetation removed during clearing operations shall be disposed of by stockpiling it on the site for use as mulch or compost, or shall be disposed of in a manner and at a location approved by the DEQ.

7.7 Disposal of Removed Earthen Materials

Earthen materials removed during operations hereunder shall be disposed of as follows:

- (a) By stockpiling all or some of the top soil on the site for use or on areas to be revegetated; or
- (b) By disposal of the material at a location approved by the DEQ.

7.8 Cuts

7.81 Maximum Slope

The maximum cut slope shall be determined on the basis of the risk of soil instability or soil erodibility as shown by the information report, the subsurface soil and geological report or other available information.

7.82 Slope Materials

If the material of the slope is of such composition and character as to be unstable under the maximum moisture content anticipated, the DEQ shall require such measures as are necessary to insure the stability of the slope.

7.83 Mechanical Stabilization

Where mechanical stabilization or containment of the slope by other than the use of native material is employed, the stabilization devices shall be at least partially screened by vegetation.

7.9 Fills

7.91 Maximum Slope

The maximum fill slope shall be determined on the basis of the risk of instability or soil erodibility as shown by the information report, the subsurface soil and geological report or other available information.

7.92 Fill Material

No organic material, such as vegetation or rubbish, or any other material not subject to proper compaction, or otherwise not conducive to stability, shall be permitted in fills.

7.93 Compaction

Each layer of material for fill shall be compacted to relative compaction of not less than ninety percent (90%) ASTM - D1557-70 as certified by the applicant to the DEQ.

8.1 Restriction of Vehicles to Graded Areas

Construction equipment shall be limited to the actual area to be graded according to the approved plans. No vehicles of any kind shall pass over areas to be left in their natural state according to the approved plans.

The permittee, contractor and subcontractor shall be fully responsible for compliance with the requirements of these regulations, including any damage caused to existing trees or other vegetation.

PART 9 VARIANCES

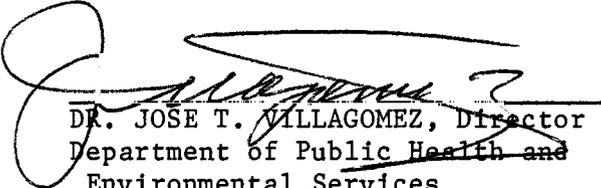
A variance from the provisions of these regulations may be granted in specific instances or circumstances where it is expressly found by the DEQ that: (a) owing to special conditions a literal enforcement will result in unnecessary hardship; (b) the variance will not be contrary to the public interest nor the purpose of these regulations; and (c) the variance will not nullify the objectives of these regulations.

PART 10 VIOLATION

Violation of any provision of these regulations is a misdemeanor. Each day's violation shall constitute a separate offense.

PART 11 CERTIFICATION

The undersigned hereby certifies that these regulations have been officially promulgated and adopted as final regulations pursuant to the authority contained in the Commonwealth of the Northern Mariana Islands Public Law 3-23.


DR. JOSE T. VILLAGOMEZ, Director
Department of Public Health and
Environmental Services

3/30/84
Date

March 19 84. day of
Office of Registrar of Corporations
Commonwealth of the Northern Mariana Islands
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PUBLIC NOTICE

Proposed Adoption of
Northern Marianas College Policies

The Board of Regents of the Northern Mariana Islands, in accordance with Public Law 3-43, Section 203 (a) and (b), is proposing to adopt policies for Northern Marianas College.

The Proposed policies include the following subject areas:

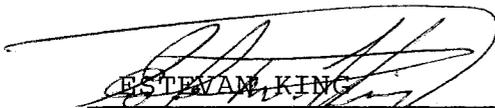
1. Tuition and Fees
2. Refunds

Copies of the proposed regulations may be obtained from Esteven M. King, Chairman of the Board of Regents, c/o Community and Cultural Affairs, Lower Base, Saipan, CM 96950 or Agnes M. McPhetres, President, Northern Marianas College, P.O. Box 1250, Saipan, CM 96950.

The Board of Regents is soliciting views, opinions, facts and data for or against the proposed College Policy from the general public.

Anyone interested in commenting on the proposed policies may do so by submitting comments in writing to the Chairman of the Board of Regents within thirty (30) days from the date this notice is published in the Commonwealth Register.

3/30/84
Date


ESTEVAN KING
Chairman, Board of Regents

Filed this 30th day of March 1984.
Office of Registrar of Corporations
Commonwealth of the Northern Mariana Islands
Asanto

NUTISIA PARA I PUBLIKU

I MAPROPOPONI NA RIPARASION POT I REGULASION I ESKUELA GI HALOM I DEPARTAMENTON EDUKASION

Sigun gi Lain i Publiku numiru 3-43, i Board of Education i Sankattan siha na Islas Marianas, ha propoponi rumipasa i regulasion i Northern Marianas College.

I mampropoponi siha na regulasion ni para u fammaripasa ha inklulusu i manatatte siha na arean suhetu:

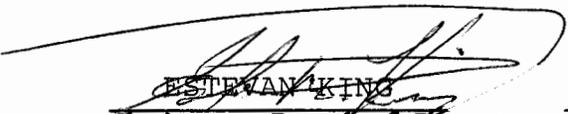
1. Apas i Eskuela
2. Manana'lon Salape'

I kopian i mampropoponi siha na regulasion sina mamachule' ginen as Sinot Esteven M. King, Chairman i Board of Regents, c/o Community and Cultural Affairs, Lower Base, Saipan, CM 96950 pat si Agnes M. McPhetres, Presidentan i Northern Marianas College, P.O. Box 1250, Saipan, CM 96950.

I Board of Regents lokkue' ha solilisita opinion, fakto, yan enfotmasion siha para osino kontra i mampropoponi siha na regulasion eskuela ginen i publiku henerat.

Todu ayu siha i maninteresao manmanlagnus rekomendasion pot i mapropoponi na tinilaika gi regulasion siha, sina mamangge' guatu gi Chairman i Board of Regents gi halom i trenta (30) dias desde i fecha ni mapublika este na nutisia gi Commonwealth Register.

3/30/84
Date


ESTEVAN KING
Chairman, Board of Regents

FINANCIAL INFORMATION

TUITION AND FEES

Filed this 30th day of March 1984.

Office of Registrar of Corporations
Commonwealth of the Northern Mariana Islands

Handwritten signature

Tuition and fee schedules are subject to change. Tuition rates are subject to Board of Regents approval. All required tuition and fees must be paid by the time of registration. Students in need to financial aid may be assisted through the financial aid program of the college, or in unusual cases by short term emergency loans if available.

Tuition

Students enrolling for 11 credits or less will pay \$30.00 per credit hour. Students enrolling for 12 or more credit hours will pay the consolidated fee of \$360.00.

Other Fees

| | |
|---|---------|
| Admission Fee..... | \$10.00 |
| Student Activity Fee: | |
| 12 credits and over (per semester.....) | \$ 5.00 |
| 9 credits to 11 credits..... | \$ 4.50 |
| 1 credit to 8 credits....\$.50/credit to | \$ 4.50 |
| Late Registration Fee..... | \$ 5.00 |
| Add/Drop Fee (per-transaction)..... | \$ 2.00 |
| Credit-by-Examination Fee (per credit hour).. | \$ 5.00 |
| Audit (per credit)..... | \$15.00 |
| Independent Study (per credit)..... | \$40.00 |

Admission Fee

A fee of \$10.00 shall be paid at the time an application for admission to Northern Marianas College is submitted. This is a nonrefundable fee. This fee includes one free copy of the catalog.

Late Registration Fee

There is a specified cut-off for registration each semester. Students registering after that date shall pay a late registration fee of \$5.00. This fee is refundable only in the event all classes for which the student registered are cancelled.

Add Dro• Fee

An additional fee of \$2.00 will be paid for each transaction after the start of late registration. This fee will not be levied when changes are necessitated by College cancellation of courses or College rescheduling of classes.

Credit-by Examination Fee

A fee of \$50.00 per credit hour will be charged for credit-by-examination. Students must complete all application materials.

Student Activity Fee

A student activity fee is charged according to this schedule: \$.50 per credit for 1-8 credits; \$4.50 for 9-11 credits; and \$5.00 for 12 or more credits.

Laborator y or Material Fees

In addition to standard course fees, laboratory or material fees may be charged in some courses. These charges are listed in the class schedules.

Books, Supplies, and Tools

The cost of books and supplies for full-time students usually range around \$200 per semester. Students in certain occupational programs are additionally required to purchase personal hand tools which range from \$35 to \$625 depending upon the major. Students in need of financial assistance to absorb this cost should refer to the section on Financial Assistance.

Graduation Fee

A \$15.00 fee is payable at the time an application for graduation form is submitted. This fee includes the cost of diploma, cap and gown rental.

College Catalog

The College Catalog may be purchased at the College Bookstore for \$1.50. First class postage must be added for mail orders.

Financial Obligations

The College reserves the right to withhold transcripts, diplomas, or final grade reports from students who have not paid all financial obligations. If a student is delinquent in payment of any amount due the College, registration for succeeding semesters may be withheld.

REFUNDS

Students who are withdrawing from courses or cancelling enrollment must process a withdrawal or cancellation notice through the Registrar. Refunds will be made according to the following schedule:

1. One hundred percent refund of both tuition and fees will be made when a withdrawal is made prior to the first day of instruction for the semester or term or in the event courses registered for are cancelled by the college.
2. Ninety percent of the tuition will be made for withdrawals made after either instruction or the term begins and prior to the eighth calendar day thereafter.
3. Fifty percent of the tuition will be made for withdrawals made from the eighth day and prior to the fifteenth calendar day.
4. No refund will be made for withdrawals made on or after the fifteenth calendar day of the semester.
5. Claim for refund is processed automatically by the Business Office once the appropriate paperwork is completed by the student. The date of withdrawals, as indicated on the official withdrawal receipt, will determine the student eligibility for a refund. Application for refund will be refused unless they are made during the semester or term to which they apply.
6. Campus activity, materials, and miscellaneous fee shall not be subject to refund.
7. The following refund policy applies for withdrawals from classes in summer sessions and less-than-full semester courses held throughout the year:
 - a. A full refund (100%) of fees is given if withdrawal is completed before the start of scheduled class sessions.
 - b. A 90% refund of fees is given if withdrawal is completed after the start of the first scheduled class session and before the start of the second scheduled class session.

- c. A 50% refund of fees is given if withdrawal is completed after the second scheduled class session and before the start of the third scheduled class session.
- d. No refund of fees will be given if withdrawal occurs after the third scheduled class session.

Exception:

1. For those classes of three days or less in length, refunds (full) will be given only if withdrawal is completed prior to the first scheduled class session. No refunds will be made for withdrawal after the start of the class.
2. For non-credit classes students must complete a drop form in order to qualify for a non-credit fee refund. There will be a 100% refund prior to the first day of classes. There will not be a refund allowed after the first class.