

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5065**

SUBJECT: Awarding of Undergraduate Tuition and Fee Waivers

REFERENCE: West Virginia Code §18B-10-5, §18B-10-6, §18B-10-7, §18B-10-7b

ORIGINATION: January 15, 2002

EFFECTIVE: February 19, 2002

REVIEWED: August 5, 2008

SECTION 1. PURPOSE

- 1.1 To establish policy relating to the awarding of undergraduate tuition and fee waivers as provided for in West Virginia State Code.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to the awarding of all categories of undergraduate tuition and fee waivers as provided for in West Virginia State Code at Southern West Virginia Community and Technical College (College).

SECTION 3. DEFINITIONS

- 3.1 Undergraduate Tuition and Fee Waiver (Initial 5% Cap) – tuition and fee waivers authorized by West Virginia Code §18B-10-5(b)(1). These awards shall be identified by using the name Southern Scholarships.
- 3.2 Undergraduate Tuition and Fee Waiver (Additional 5%) – additional tuition and fee waivers authorized by West Virginia Code §18B-10-1(k)(5)(F) with such waivers restricted to need-based financial aid for undergraduate students and do not count against the cap established in §18B-10-5(b)(1) [see 3.1].
- 3.3 Undergraduate Tuition and Fee Waivers for Employees, Spouses, and Dependent Children – waivers an institution may, but is not required to, grant to eligible employees and covered dependents.
- 3.4 Eligible Employee – includes any regular, benefits eligible member of the classified staff, full-time faculty, and full-time non-classified employees of Southern West Virginia Community and Technical College.
- 3.5 Covered Dependent – includes the employee’s current spouse and children.
- 3.6 Children – the natural or legally adopted child or children of the employee or his/her spouse who **has a high school diploma or GED**, is not married, and is less than 24 years of age on the first day of classes of the term for which he/she wishes to register for which the tuition waiver is provided.
- 3.7 Family of Active Military Personnel Killed Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7 and made available on a space available basis for spouses and children of West Virginia residents on active military duty killed in the line of duty or spouses and children of National Guard and Reserve members killed in the line of duty in a duty status other than federal active duty.

- 3.8 Family of Officers and Firefighters Fee Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7 and made available to the children and spouse of a law-enforcement officer as defined in West Virginia Code §30-29-1, a correctional officer at a state penal institution, a conservation officer, or a registered firefighter where such officer or firefighter was killed in the line of duty while employed by the state or any political subdivision thereof, or such firefighter was killed in the line of duty while acting as a member of a volunteer fire department serving a political subdivision of this state.
- 3.9 Students in Foster Care Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7b and made available to any high school graduate or student who passes the GED examination while in the custody of the state department of health and human resources. The student must be in foster care or other residential care for at least one year prior to the waiver award. If the foster care or other residential care is provided in another state, the student must first be returned to West Virginia for waiver award eligibility. To be eligible for a waiver award, a student must first: (1) Apply to and be accepted to the College; and (2) apply for other financial assistance, other than student loans, in compliance with federal financial aid rules, including the federal Pell grant; and (3) the initial tuition and fee waiver must be awarded within two years of graduation from high school or passing the GED examination.

SECTION 4. POLICY

- 4.1 It is the policy of this institution to award any and all undergraduate tuition and fee waivers as authorized by, and in compliance with, the applicable sections of the West Virginia Code and institutional procedures.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Pursuant to statute, the maximum of authorized undergraduate tuition and fee waivers shall be equal to five percent (5%) of the tuition and fees assessed for all the full-time equivalent undergraduate enrollment of the institution for the immediately preceding academic year.
- 5.2 Pursuant to statute, no student may hold an undergraduate tuition and fee waiver for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the undergraduate tuition and fee waivers.
- 5.3 The maximum number of semester hours for each waiver that is divided for less than full-time awards is thirty (30) for the full year, or fifteen (15) per semester. Some full-time waiver recipients may elect to take only twelve (12) semester hours during a semester, rather than the fifteen (15) or more they might pursue with a waiver. “Unused hours” from full-time recipients may be used for the purpose of making additional awards until all available hours for each full waiver are utilized. However, this institution may not award portions of hours (e.g., if a student withdraws from school after using 1.6 hours of her waiver award, this institution must consider it as having used two (2) hours of the waiver award unless the student pays the tuition and fees originally covered by the waiver).
- 5.4 Recipients of any and all waivers provided under the terms and conditions stated in this policy must possess the minimum qualifications for attendance as required of all other students.
- 5.5 Awards of statutorily-mandated tuition and fee waivers (West Virginia Code §18B-10-5(b)(6), §18B-10-6(b)(5), §18B-10-6(b)(6), and §18B-10-7) are excluded from the statutory caps described in West Virginia Code §18B-10-5(b)(7) and §18B-10-6(b)(6).

SECTION 6. GENERAL PROVISIONS

- 6.1 Awards made under the undergraduate tuition and fee waiver program shall provide for the waiver of tuition only. This institution shall have discretionary authority to waive one or more of the other component parts of the college fees such as the activity and/or special fees assessed to students in designated academic fields.
- 6.2 This institution shall give priority consideration in the awarding of the undergraduate tuition and fee waivers to students who are West Virginia residents.
- 6.3 This institution may choose to award a substantial portion of its undergraduate tuition and fee waivers to students who possess various kinds of special abilities and aptitudes, including general academic ability and academic ability in a specific field. However, in instances where there are more financially needy applicants than can be assisted through the available need-based student aid programs, the institution shall give strong consideration in the awarding of the undergraduate tuition and fee waivers (Initial 5%) to students with demonstrated financial need.
- 6.4 Recipients of any waivers provided under the Active Military Personnel Killed Waiver, Family of Officers and Firefighters Fee Waiver, and the Students in Foster Care Waiver, may attend undergraduate courses, pending the availability of classroom space, without charge for tuition. The institution shall require the recipient of any waiver to pay any and all special course related fees, including any laboratory fees, if such fees are required of all other students taking the particular course.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The award of all undergraduate tuition and fee waivers authorized by West Virginia State Code or institutional policy shall be determined by this institution's Office of Student Financial Assistance. Eligibility standards for each waiver program shall be documented by the applicant as required by the Office of Student Financial Assistance.
- 7.2 The Office of Student Financial Assistance shall submit a summary report to the Chief Financial Officer on or before May 15 of each academic/fiscal year. The Chief Financial Officer shall present the report to the Board of Governors at the Board's June meeting each year. This report will include the required information for all waivers awarded from July 1 through June 30 of the reporting year and will cover fall semester, spring semester and summer session(s) as appropriate. Pursuant to statute, the report on the awarding of undergraduate tuition and fee waivers shall be entered in the minutes of the meeting of the Board.
- 7.3 Each award recipient shall be listed and a permanent hometown address provided. The number of semesters or semester hours the award is covering in the current year will be listed. Both new and renewal recipients must be included.
- 7.4 A number shall be assigned to each full waiver granted. In instances where two or more students receive help through a single waiver, only one number should be assigned to the waiver with the individual students being designated as A, B, C, etc.
- 7.5 Each waiver recipient shall be listed within the single category which reflects the primary reason that a tuition and fee waiver was awarded to that student. All recipients shall be listed within one of the following categories (including all full and partial waivers awarded in each category):
 - 7.5.1 Demonstrated Financial Need (requires establishment through a recognized needs analysis process that a student's and the family's resources are insufficient to meet college expenses)

7.5.2 General Academic Ability

7.5.3 Academic Ability in a Specific Field

7.5.4 Other (specify): As defined in Section 3.

7.6 An “Inventory of Institutional Undergraduate Tuition and Fee Waivers” must accompany each fee waiver report. This inventory is a cumulative summary of the report and must agree with the total number of waiver equivalents awarded.

7.7 The Office of Student Financial Assistance is responsible for ensuring institutional compliance with all laws, rules, and regulations applicable to undergraduate tuition and fee waivers.

SECTION 8. CANCELLATION

8.1 SAA-2000, C#1-0708, Tuition Waiver Program for Employees, Spouses, and Dependent Children.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair

Date

President

Date

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: August 2008 — This policy was revised to reflect significant changes in state code pertaining to undergraduate tuition and fee waivers. The policy was reformatted using the latest policy template.