

**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-10-4b, 18B-10-5, 18B-10-7, §18B-10-7b, 18B-10-7c, and 18B-10-7d, and SIP-2165, *Educational Release Time for Classified Employees*

ORINATION: January 15, 2002

EFFECTIVE: September 20, 2019

REVIEWED: April 12, 2024

SECTION 1. PURPOSE

1.1 To establish policy governing awarding of undergraduate tuition and fee waivers in accordance with the above-cited sections of 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 Southern West Virginia Community and Technical College (College).

SECTION 3. DEFINITIONS

- 3.1 Tuition and Fee Waivers – Part of a financial aid package where the College waives part or all of the tuition costs and some fees for eligible participants. The institution may, but is not required to, grant such waivers.
- 3.2 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.
- 3.3 Covered Dependent – Includes the employee’s current spouse and children.
- 3.4 Children – The natural or legally adopted child or children of the employee or his or her spouse who has a high school diploma or GED, are not married, and are less than 24 years of age on the first day of classes of the term for which he or she wishes to register for which the College grants a tuition waiver.
- 3.5 Family of Active Military Personnel Killed Waiver – Tuition and fee waivers authorized by West Virginia Code §18B-10-7(b) and made available on a space available basis for spouses and children of West Virginia residents on federal or State active military duty killed in the line of duty, and spouses and children of National Guard and Reserve members killed in the line of duty. The member is considered to have been killed in the line of duty if death resulted from performing a duty required by his or her orders or commander while in an official duty status, other than on federal active duty, authorized under federal or State law.
- 3.6 Family of Officers and Firefighters Fee Waiver – Tuition and fee waivers authorized by West Virginia Code §18B-10-7(a) 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 parole officer, a probation officer, a natural resources police 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 a volunteer firefighter killed in the line of duty serving a political subdivision of this state.

- 3.7 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 West Virginia Department of Human Services. 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 to be eligible for the waiver. To be eligible for a waiver award, a student must first:
- 3.7.1 Apply to and be accepted to the College; and
 - 3.7.2 Apply for other financial assistance, other than student loans, in compliance with federal financial aid rules, including the federal Pell grant; and
 - 3.7.3 The initial tuition and fee waiver must be awarded within two years of graduation from high school or passing the GED examination.
- 3.8 Fee Waivers for Health Sciences and Technology Academy Programs – Tuition and fee waivers authorized by W. Va. Code §18B-10-4b for students who are residents of West Virginia and who successfully complete the Health Sciences and Technology Academy affiliated programs. For purposes of this section. “Health Sciences and Technology Academy Programs” means those programs in the health sciences designed to assist junior high and high school students in conjunction with their parents and teachers, to enhance their knowledge and abilities in subject matters which will further a career in the field of health sciences.
- 3.9 Waivers for certain veterans receiving federal educational assistance benefits – This Program is known as the “Yellow Ribbon G.I. Education Enhancement Program.”
- 3.9.1 Under the Post-9/11 Veterans Educational Assistance Act of 2008, certain individuals who served or are serving on active duty in the United States Armed Forces after September 11, 2001, are eligible to receive educational assistance benefits equal to the cost of undergraduate resident tuition and mandatory fees charged by the College.
 - 3.9.2 For every eligible veteran who is enrolled or will be enrolled as an undergraduate student, the College shall waive the cost of tuition and mandatory fees not otherwise covered under 38 U.S.C. §3313(c)(1)(A) at a percentage equal to the maximum contribution available for match by the United States Department of Veterans Affairs.
 - 3.9.3 Any waiver the College grants in connection with this Program is not counted toward the amount of fee waivers permitted at the College by W. Va. Code §18B-10-5.
- 3.10 National Service Volunteers Serving in West Virginia Waiver – Tuition and fee waivers authorized by West Virginia Code §18B-10-7d for any student who has completed service in West Virginia as a participant in an AmeriCorps State, National, VISTA, or Senior Corps program. To be eligible a student must first:
- 3.10.1 Apply and be accepted at the institution; and
 - 3.10.2 Have filed the Free Application for Federal Student Aid and has accepted all offers of State and federal financial assistance for which he or she is eligible; *Provided*, That the student is not required to accept offers of student loan or work-study assistance; and
 - 3.10.3 The student has accepted the Segal AmeriCorps Education Award; and
 - 3.10.4 The student has successfully completed his or her term of service as defined by the AmeriCorps program and consistent with regulations of the Corporation for National and Community Service, the service was completed in West Virginia, and the Certification of Service Letter is provided as

documentation of the completion of service;

- 3.10.5 The College shall award the student a tuition and fee waiver for one semester if the student successfully completed a term of service consisting of at least 600 hours of service, or if the student successfully completed multiple terms of service that in the aggregate consist of at least 600 hours of service. The College shall award the student a tuition and fee waiver for two semesters if the student successfully completed a term of service consisting of at least 1,200 hours of service, or if the student successfully completed multiple terms of service that in the aggregate consist of at least 1,200 hours. The hours of service used to qualify for an award may not be again used to qualify for another award;
- 3.10.6 A student may successfully complete additional terms of service while enrolled at the College or between semesters and provide the documentation specified in subdivision 3.10.4 above to the College for waivers of tuition and fees in accordance with this subsection;
- 3.10.7 The total number of tuition and fee waivers that the College may grant to a student pursuant to this subsection is limited to eight semesters of enrollment;
- 3.10.8 The nominal value of a tuition and fee waiver is the remaining cost of tuition and fees after the State and federal financial assistance accepted by the student in accordance with subdivision 3.10.2 above has been applied: *Provided*, That if the subsequent application of the student's Segal AmeriCorps Education Award cause the total of the student's financial assistance, waivers, and grants to exceed the student's cost of attendance, the College may reduce the nominal value of the tuition and fee waiver to reach the cost of attendance; and
- 3.10.9 The award of a tuition and fee waiver is contingent upon the student meeting the College's academic progress standards.

SECTION 4. POLICY

- 4.1 It is the policy of this institution to award any for credit 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 No student may receive an undergraduate tuition and fee waiver for more than eight semesters. The College shall consider 12 or more semester hours attempted during a regular semester or a summer term one semester for purposes of awarding the tuition and fee waivers.
- 5.2 The maximum number of semester hours for each waiver that is divided for less than full-time awards are 30 for the full year or 15 per semester. Some full-time waiver recipients may elect to take only 12 semester hours during a semester, rather than 15 or more they might pursue with a waiver. The College may use "unused hours" from full-time recipients to make additional awards until all available hours for each full waiver are utilized. However, the College shall not award portions of hours (e.g., if a student withdraws from school after using 1.6 hours of her waiver, the College will consider two hours of the waiver used unless the student pays the tuition and fees originally covered by the waiver).
- 5.3 Recipients of any and all waivers provided pursuant to this policy must possess the minimum qualifications for attendance as required of all other students.

SECTION 6. GENERAL PROVISIONS

- 6.1 Awards made under the tuition and fee waiver program shall provide for the waiver of tuition and program fees only. The College may waive one or more of the other fees, such as the activity and/or special fees assessed to students in designated academic fields.
- 6.3 The College may award a substantial portion of its tuition and fee waivers to students who possess various kinds of special abilities and aptitudes, including general academic ability and academic ability in a special field. However, in instances where there are more applicants who demonstrate financial need than can be assisted through the available need-based student aid programs, the College shall give priority in awarding tuition and fee waivers 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 courses, pending the availability of classroom space, without charge for tuition. The College shall require the recipient of any waiver to pay any and all special fees if such fees are required of all other students taking the particular course.

SECTION 7. RESPONSIBILITIES

- 7.1 The award of all tuition and fee waivers shall be determined by the College's Office of Student Financial Assistance. The applicant shall provide documentation substantiating eligibility standards for each waiver program 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 Finance Officer on or before May 15 of each year. The Chief Finance Officer and Administration shall present 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 sessions as appropriate. The report on the awarding of tuition and fee waivers shall be entered in the minutes of the meeting of the Board.
- 7.3 The report shall list each award recipient and his or her permanent address, as well as the number of semesters or semester hours the award is covering in the current year. The report shall also include both new and renewal recipients.
- 7.4 The Office of Student Financial Assistance shall assign a number to each full waiver granted. In instances where two or more students receive help through one of the authorized waivers, the Office of Student Financial Assistance shall assign only one number to the waiver and designate the individual students as A, B, C, etc.
- 7.5 The Office of Student Financial Assistance shall list each waiver recipient within the single category which reflects the primary reason that the College awarded a tuition and fee waiver to that student and list all recipients 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 need 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 waivers awarded.
- 7.7 The Office of Student Financial Assistance is responsible for ensuring institutional compliance with all laws, rules, and regulations applicable to 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

President **Date**

Attachments: SCP-5065.A, *Employee Tuition Waiver Application*

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

Revision Notes: August 2006 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

December 4, 2013 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity, are grammatical in nature, and reflect changes in job titles.

February 24, 2014 - Revisions reflect changes in tuition and fee waiver limits. Statutory caps on waivers have been removed.

May 2, 2019 - West Virginia Code §18B-10-7b and §30-29-1 were added to the Reference Section. SCP-5065.A, *Employee Tuition Waiver Application*, was revised.

April 12, 2024 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity, additional information concerning certain waivers, changes to responsibilities, includes additional definitions, other changes are grammatical in nature, and reflect changes in job titles.