



SUBJECT: Awarding of Fee Waivers

REFERENCE: West Virginia Code §18B-10-5, -7, 7b
Transferred from Higher Education Policy Commission to Governing Boards
September 21, 2001
Previous BOD Series 49, Title 131, *Awarding of Undergraduate and Graduate Fee
Waivers*

1. PURPOSE

To establish policy relating to the awarding of undergraduate fee waivers (Southern Scholarships), Law Enforcement Officers and Firefighters, and Students in Foster Care.

2. SCOPE AND APPLICABILITY

This policy applies to the awarding of Undergraduate Fee Waivers and Family of Officers and Firefighters Fee Waivers at Southern West Virginia Community and Technical College (College).

3. DEFINITIONS

- A. Undergraduate Fee Waiver — All tuition and fee waivers authorized by West Virginia Code §18B-10-5. These awards shall be identified by using the name Southern Scholarships.
- B. Family of Officers and Firefighters Fee Waiver — All tuition and fee waivers authorized by West Virginia Code §18B-10-7. These awards are available to the child or 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.
- C. Students in Foster Care — All tuition and fee waivers authorized by West Virginia Code §18B-10-7b. These awards are available to any high school graduates 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.

4. POLICY

It is the policy of this institution to award Undergraduate Fee Waivers to the Family of Officers and Firefighters and Students in Foster Care, as authorized by, and in compliance with, the above-stated sections of the West Virginia Code.



5. BACKGROUND OR EXCLUSIONS

- A. Pursuant to statute, the maximum number of authorized Undergraduate Fee Waivers at this institution shall be equal to five percent (5%) of the full-time equivalent undergraduate enrollment of the institution for the fall term of the immediately preceding academic year.
- B. Pursuant to statute, no student may hold an Undergraduate 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 Fee Waivers. An initial award to a Student in Foster Care must be granted within two years of graduation from high school or passing the GED examination.
- C. 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).
- D. Recipients of the Family of Officers and Firefighters Fee Waiver and Students in Foster Care must possess the minimum qualifications for attendance required of all other students.
- E. Awards of the Family of Officers and Firefighters Fee Waivers will count toward the maximum number of authorized Undergraduate Fee Waivers. Award of Fee Waivers for Students in Foster Care does not count toward the 5% limit as provided as provided in West Virginia Code §18B-10-7b.

6. GENERAL PROVISIONS

- A. Awards made under the Undergraduate Fee Waiver program shall provide for the waiver of tuition. 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.
- B. This institution shall give priority consideration in the awarding of the Undergraduate Fee Waivers to students who are West Virginia residents.
- C. This institution shall provide reasonable opportunities for employees of the institution to utilize the Undergraduate Fee Waiver program.
- D. This institution may choose to award a substantial portion of its Undergraduate 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 Fee Waivers to students with demonstrated financial need.



- E. Under the Family of Officers and Firefighters Fee Waiver program and the Students in Foster Care Waiver, qualified students may attend undergraduate courses and classes, pending the availability of classroom space, without charge for tuition. This institution may require the recipient of a Family of Officers and Firefighters Fee Waiver or the Students in Foster Care Waiver to pay special fees, including any laboratory fees, if such fees are required of all other students taking a single or the particular course, and may also require such person to pay for parking.

7. RESPONSIBILITIES AND PROCEDURES

- A. The award of the Undergraduate Fee Waivers, Family of Officers and Firefighters Fee Waivers, and Students in Foster Care Waiver shall be determined by this institution's Financial Aid Office.
- B. The Financial Aid Office shall submit a summary report to the Board of Governors by June 15 of each year. This report will include all waiver recipients awarded from July 1 through June 30 of the reporting year and will cover fall semester, spring semester and summer session(s) as appropriate.
- C. 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 should be listed. Both new and renewal recipients must be included.
- D. 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.
- E. Each waiver recipient should be listed within the single category which reflects the primary reason that a Southern Scholarship was awarded to that student. All recipients should be listed within one of the following categories (including all full and partial waivers awarded in each category):
 - 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.
 - 2. General Academic Ability
 - 3. Academic Ability in a Specific Field
 - 4. Other (specify): Among those listed in this category would be institutional employees and recipients of Family of Officers and Firefighters Fee Waivers and the Students in Foster Care Waivers.
- F. An "Inventory of Institutional Undergraduate 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.
- G. Pursuant to statute, the awarding of Undergraduate Fee Waivers shall be entered in the minutes of the meetings of the Board.

8. CANCELLATION



None.

9. REVIEW STATEMENT

All policies shall be reviewed on a three-year cycle by the President or President’s designee. Upon such review, the President or the President’s designee may recommend that the policy be amended or repealed. SCP-5065 is scheduled for review during the 2008-2009 academic year.

10. SIGNATURES

Board Chairman	Date
President	Date

Attachments: None

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Revision Note: November 29, 2005 – Three-year Review; Amendments have been made to this policy.