

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5066**

SUBJECT: Third-Party Tuition and Fee Waivers

REFERENCE: West Virginia Code §18B-10-9

ORIGINATION: March 2010

EFFECTIVE: August 17, 2010

REVIEWED: New Policy

SECTION 1. PURPOSE

- 1.1 To establish institutional policy regarding the approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College (College).

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to any course, institute, workshop, special course, or other educational program offered for academic credits that are subject to the payment of regular tuition and/or fees by participants for which a third-party sponsor has requested a waiver of such payment of tuition and/or fees.

SECTION 3. DEFINITIONS

- 3.1 For purposes of this policy, the following terms are defined as:
- 3.1.1 *Third-Party Sponsor* means any federal, state or local agency or any foundation, corporation or other association or person wholly financing the cost of an academic, credit-based course, institute, workshop, special course, or other educational program.
- 3.1.2 *Tuition and/or Fee Waiver* means the relinquishment of payment of the standard tuition and/or fees normally charged for enrollment, registration, and participation in an academic, credit-based course, institute, workshop, special course, or other educational program financed by a Third-Party Sponsor.

SECTION 4. POLICY

- 4.1 Pursuant to West Virginia Code §18B-10-9, Southern West Virginia Community and Technical College may enter into agreements whereby a third-party may sponsor and wholly finance a course, institute, workshop, special course, or other educational program offered by the College for academic credit and individual students enrolled in such third-party-sponsored offerings shall be excused from the payment of regular, standard tuition and/or other associated fees for such course, institute, workshop, special course, or other educational offering.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy replaces the former Title 133 Interpretive Rule, Series 40, of the State College System of West Virginia Board of Directors which was abolished by the West Virginia Higher Education Policy Commission with the authority to enter into such agreements transferred to the institutional Board of Governors.
- 5.2 This policy does not apply to non-academic credit-based courses, institutes, workshops, or training programs under the auspices of the Economic, Workforce and Community Development Unit of the College.

SECTION 6. GENERAL PROVISIONS

- 6.1 Under the terms of third-party tuition and/or fee waiver agreements, all participants enrolled shall be excused from the payment of the regular, standard tuition and/or fees normally associated with participation in such course, institute, workshop, special course, or other educational program offered by the College for academic credit.
- 6.2 All third-party waiver agreements shall clearly state all costs to be financed by the third-party sponsor. Costs for third-party waiver agreements shall include, but are not limited to, any direct costs for instruction and instructional materials, such as textbooks, and other indirect costs for administration and overhead expenses.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Procedures for requesting tuition and/or fee waivers by third-party sponsors shall be established by the Chief Financial Officer and Chief Academic Officer. Such procedures shall be made available to the general public and posted on the College's official web site.
- 7.2 All third-party tuition and/or fee waiver agreements shall be documented through completion of the required College form and shall be signed by the responsible representative(s) of the third-party and College official(s).
- 7.3 The President or her/his designee shall be responsible for approving all third-party tuition and/or fee waiver agreements on behalf of the College.

SECTION 8. CANCELLATION

- 8.1 None.

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: June 2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College.