

**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: ~~January 9, 2015~~

REVIEWED: ~~September 3, 2014~~ May 7, 2020

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 – 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 – 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 courses, 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 Workforce and Community Development Unit of the College.

SECTION 6. GENERAL PROVISIONS

- 6.1 Under the terms of the 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 courses, 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

- 7.1 Procedures for requesting tuition and/or fee waivers by third-party sponsors shall be established by the Chief Finance 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~~ SCP-5066. A, Third-party Tuition and/or Fee Waiver Agreement

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.

 September 2014 – Revisions made reflect changes in job titles.

May 2020 - The attachment, SCP-5066.A, Third-party Tuition and/or Fee Waiver Agreement, was added to the policy.

August 2020 - Revisions were made to reflect changes in titles and management responsibilities due to reorganization.

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

Third-party Tuition and/or Fee Waiver Agreement

This agreement is made and entered into by and between Southern West Virginia Community and Technical College (College) and _____ (Third-party Sponsor) for the delivery of _____ during the _____ term of the _____ academic year.

Instructional, textbook(s), administrative and other overhead costs to provide the above described course(s), institute, workshop, special course(s), or other academic, credit-based educational offering include the following:

Instruction	\$ _____
Textbooks	\$ _____
Instructional materials	\$ _____
Other	\$ _____
Administrative costs (at ___ percent)	\$ _____
Total	\$ _____

The College and Third-party Sponsor agree as follows:

COLLEGE'S RESPONSIBILITY

(Please describe)

THIRD-PARTY SPONSOR'S RESPONSIBILITY

(Please describe)

By signing this agreement, the parties agree that the costs incurred under this agreement as detailed above will be paid to the College upon presentation of an invoice.

APPLICABILITY OF COLLEGE POLICIES AND PROCEDURES

With the exception of payment of tuition, fees, and other charges, students enrolled in an academic, credit-based course(s) offered through this agreement shall be treated as regularly enrolled students and subject to all applicable College policies and the general policies of the Community and Technical College System of West Virginia.

Third-party Sponsor Representative

President or Designee

Date

Date