

**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-10-6, §18B-10-7, §18B-10-7b, §30-29-1
SCP-2165, *Educational Release Time for Classified Employees*

ORIGINATION: January 15, 2002

EFFECTIVE: ~~July 17, 2014~~

REVIEWED: ~~February 24, 2014~~ May 2, 2019

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 Waivers for Employees, Spouses and Dependent Children – waivers an institution may, but is not required to grant, to eligible employees and covered dependents.
- 3.2 Eligible Employee – includes any regular, benefits an 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/her spouse who has a high school diploma or GED, are 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.
- 3.5 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, and spouses and children of National Guard and Reserve members killed in the line of duty in a duty status other than federal active duty.
- 3.6 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 parole officer, probation officer, natural resources police officer, 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.

- 3.7 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 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:
- 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.

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 institutional procedures.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Pursuant to the 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.
- 5.2 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 (12) semester hours during a semester, rather than 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 is 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.
- 5.3 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.

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 special 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 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

- 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 Vice President of Finance and Administration on or before May 15 of each academic/fiscal year. The Vice President of Finance and Administration shall present to the Board of Governor's 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. Pursuant to the 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 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 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: 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.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5065.A
Employee Tuition Waiver Application**

REFERENCE: SCP-5065, *Awarding of Undergraduate Tuition and Fee Waivers*;
SCP-2165, *Educational Release Time for Classified Employees*

Instructions to Employee: All full-time regular, benefits eligible employees seeking an Employee Tuition Waiver for themselves or eligible dependent(s) as defined by SCP-5065, must complete this form and submit it to the Office of Student Financial Assistance prior to the beginning of the semester. A separate form must be completed and filed for each eligible individual. A new form must be completed and filed each semester for which a tuition waiver is requested. Student fees (i.e., course lab fees, wellness fee, etc.) are not covered by this waiver and must be paid by the student by the due date for the term in which the student is enrolled. Employees should assure that the dependent for whom they are requesting tuition benefits has (1) completed high school or earned a 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; and (2) completed an admissions application to Southern.

Semester and year waiver will be applied : Fall Spring Summer 20 ____ (year)

Student Name (If waiver is for eligible dependent, employee information is also required)

Student ID Number or SSN

Relationship to Employee: Self Spouse Dependent Child

High School/GED Graduation Date

Does applicant hold a college degree? Yes No If yes, highest degree held: Associate Bachelors Masters or above

Employee Name (If student is eligible dependent)

Employee ID Number

CRN	Dept.	CRS No.	Section	Course Title	Days	Time	CR.

Enrollment in Course Conflicts with Regular Work Hours (~~Classified Employees Only~~): If enrollment in an academic course conflicts with the regular working hours of a classified employee, the supervisor's prior approval is required as specified in SCP-2165. *This must be obtained before the employee submits this form or registers for the course.*

Supervisor's Signature

Date

Unit Supervisor's Signature

Date

I certify that I am eligible for this tuition waiver for myself and/or eligible dependent(s), and that I may be subject to loss of benefit for providing false information.

Employee Signature: _____

Date: _____

Verification of eligibility for tuition waiver: Approved Denied Verification Completed by _____ Date _____

COURSE REGISTRATION: Completing this form does not enroll the applicant in the desired course(s). Enrollment is the applicant's responsibility. See the registration website at www.southernwv.edu for complete information.