

**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-10-6~~ [5](#), §18B-10-7, §18B-10-7**Bb**, [§18B-10-7C](#), [18B-10-7D](#) §30-29-1, ~~SCP~~ [SIP](#)-2165, Educational Release Time for Classified Employees

**ORIGINATION:** January 15, 2002

**EFFECTIVE:** September 20, 2019

**REVIEWED:** ~~May 2, 2019~~ [March 18, 2024](#) [April 12, 2024](#)

### **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-10-7Bb 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.

3.8 Additional Fee Waivers for Health Sciences and Technology Programs – In addition to the number of waivers permitted for undergraduate, graduate and professional schools, each institution of higher education may waive all fees or any part thereof for students who are residents of West Virginia and who successfully complete the health sciences and technology academy affiliated programs.

3.8.1 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 parent’s 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 assistance benefits- This Program is known as the “Yellow Ribbon G.I. Education Enhancement Program.

3.9.1 Under this Act, 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 equal to the cost of undergraduate and resident tuition and mandatory fees charged by a state institution of higher education

3.9.2 For every eligible veteran who is enrolled or will be enrolled as an undergraduate student, the agreement shall provide for a waiver of 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. The agreement also may provide for a waiver of the cost of tuition and mandatory fees not otherwise covered under 38 U.S.C.

3.9.3 Any waiver granted by a state institution of higher education in connection with the Program is not counted toward the amount of undergraduate, graduate or professional fee waivers permitted at the institution.

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 to the state institution of higher education as documentation of the completion of service;

3.10.5 The student shall be awarded 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 student shall be awarded 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 a state institution of higher education or between semesters and provide the documentation specified in subdivision (4) of this subsection to the state institution for waivers of tuition and fees in accordance with this section;

3.10.7 The total number of tuition and fee waivers that may be granted to a student pursuant to this section is limited to eight semesters of enrollment at the undergraduate or graduate levels combined;

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 (2) of this subsection has been applied: Provided, That if the subsequent application of the student's Segal AmeriCorps Education Award cause the total of the attendance, nominal value of the tuition and fee waiver may be further reduced 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 academic progress standards established by the institution.

#### **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 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 and program fees 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

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~~ Chief Finance Office on or before May 15 of each academic/fiscal year. The ~~Vice President of Finance~~ Chief Finance Officer 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.

March 18, 2024 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity, additional information concerning certain waivers, changes to responsibilities, including additional definitions, other changes are grammatical in nature, and reflect changes in job titles.



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