

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. FS-503**

TITLE: AWARDING OF UNDERGRADUATE AND GRADUATE FEE WAIVERS

SECTION 1. GENERAL

- 1.1 Scope: This rule regards the awarding of undergraduate tuition and/or fee waivers.
- 1.2 Authority: West Virginia Code § 18B-10-4b, § 18B-10-5, 18B-10-6, 18B-10-7, 18B-10-1.
- 1.3 Repeal of Former Rule - Repeals and replaces Board of Governor's Awarding of Undergraduate and Graduate Fee Waivers Policy No. 11 with an Effective Date of March 21, 2002.
- 1.4 Filing Date: October 28, 2015
- 1.5 Effective Date: July 1, 2008, February 21, 2013, June 18, 2015

SECTION 2. UNDERGRADUATE TUITION AND/OR FEE WAIVERS

- 2.1 The term "Board of Governor's Tuition Waiver" and "Board of Governor's Tuition and Fees Waiver" refer to all tuition and fee waivers authorized by § 18B-10-5 of the West Virginia Code.
- 2.2 To calculate the amount available for undergraduate tuition waivers, the institution shall multiply the previous fall's full-time-equivalent students by the annualized tuition-and-required-fee rate assessed for those students and then multiply that number by 5%. An annualized tuition-and-required-fee rate shall be the in-state, metro, and out-of-state rates for a full-time student added together for the fall, spring, and summer terms and divided by 2. Each category shall then be used to multiply the equivalent FTE for each category to determine the total of tuition and fees assessed for the prior year.
- 2.3 An additional 5% shall be authorized by the Board of Governors to be restricted to need-based financial aid for undergraduate students as authorized by § 18B-101 of the West Virginia Code.

- 2.4 No increase in athletic waivers should result from the increased level of waivers from the additional 5%; i.e., the additional 5% shall not be utilized, either directly or indirectly, to increase athletics tuition waivers.
- 2.5 Pursuant to the 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 scholarship purposes.
- 2.6 Awards made under this program shall provide for the waiver of the educational and general fee and capital fee, which shall be called a "Tuition Waiver". In addition, the College shall have discretionary authority to waive additional component parts of the College fees (including such fees as the student activity, and auxiliary fees) which shall be called a "Tuition and Fees Waiver".
- 2.7 Third-party fee waivers of regular student fees are permitted when the direct cost of instruction for courses offered by Bluefield State College is paid or covered by a third party or sponsor. If the College, including its departments, bears none of the direct cost related to those requesting the waiver, it may, upon approval of the President, waive regular students fees and all or part of the indirect cost of instruction (overhead and facilities maintenance expense). College academic credit may be awarded for courses covered by the third party fee waiver if the Dean of the appropriate school approves the course content for credit. The sponsor must submit a request for this waiver, which shall be put on file in the Business Office. The value of a third party waiver shall be based on the current rate of tuition and fees per credit hour times the credit hour value of the course, times the number of students. In-state, metro, or out-of-state tuition rates shall apply according to the residency of the Third Party. These waivers are excluded from statutory caps.
- 2.8 Waiver reports shall be submitted by the College in accordance with the following general provisions.

2.8.1 The College will submit a summary report to the Board of Governors at the close of the fiscal year. This report will list all waiver awards for the entire academic year and will be presented to the board as a matter of information. For reporting purposes awards made July 1 to June 30 will be considered the fiscal year.

2.8.2 Each waiver recipient should be listed and the list shall be entered into the minutes of the Board of Governors. Both new and renewal recipients must be included.

- 2.8.3 Each waiver recipient should be listed within the single category which reflects the primary reason a fee waiver was awarded.
- 2.9 Waivers provided to employees and their spouses and dependents will not count against statutory caps. See §18b-10-5 and 18B-10-6.
- 2.10 Waivers provided to 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 will not count against statutory caps. See §18b-10-7.
- 2.11 All other statutorily-mandated tuition waivers are to be excluded from statutory caps. See §18b-10-5, 18B-10-6, 18B-10-10.
- 2.12 Bluefield State College may require statutory waiver recipients to pay special fees, including any laboratory fees, if such fees are required of all other students taking that particular course.
- 2.13 Any student living in West Virginia and receiving education benefits provided under Chapter 30 or Chapter 33 of the U.S. Department of Veterans Affairs shall be charged in-state tuition and fees to attend Bluefield State College. The student must be within the limits of the three (3) year eligibility period of discharge from a service period of at least 90 days at the time of enrollment. The student will be considered an in-state student for residency purposes as long as they remain continuously enrolled at the institution. In the event the student ceases enrollment, in-state residency will only be re-assigned if the student re-enrolls at another West Virginia public institution of higher education within the eligibility period described above.

SECTION 3. DEFINITIONS

- 3.1 An Academic Tuition and/or Fee Waiver shall be awarded to entering freshmen and continuing students based on academic excellence, exceptional talents or skills, or financial need. Those with financial need shall be awarded from the additional 5% authorized by the Board of Governors. Waivers may be awarded for proportionate amounts less than full-time.
- 3.2 An Athletic Tuition and/or Fee Waiver shall be awarded based on a student's athletic ability and shall be renewed based on the student's continued NCAA eligibility, participation in sports and contribution to the associated athletic activity as recommended by the respective coaches. Waivers may be awarded for proportionate amounts less than full-time.

- 3.3 Tuition and mandatory fees shall be waived for a state resident that has been honorably discharged from any branch of the United States armed forces if that resident has received the Medal of Honor or a Purple Heart Medal. The amount of the waiver shall be the charges that exceed the total amount of any state and federal education benefits, grants or scholarships received by the resident. See §18b-10-10. This mandated waiver is excluded from statutory caps.
- 3.4 Health Sciences and Technology Awards (HSTA) may be awarded to students certified by the state HSTA coordinator as completing the required curriculum in high school who are majoring in a health science or technology field. See §18B10-4b. The award shall be a Tuition Waiver, the amount determined by the tuition component of the fees charged to in-state students. Recipients shall maintain at least a 2.5 grade point average and pass at least 30 semester hours in an academic year for renewal. These mandated waivers are excluded from statutory caps.
- 3.5 West Virginia residents that are at least sixty-five years of age and attend an undergraduate course without receiving credit may have tuition and fees waived with a charge of fifty dollars. West Virginia residents that are at least sixty-five years of age and attend an undergraduate course and receive credit may have fifty (50) percent of the tuition and fees waived. See §18B-10-7a. Tuition and fee waivers or adjustments for residents at least sixty-five years of age are excluded from statutory caps.
- 3.6 A fee waiver may be made available to each year's statewide winner of the Veterans of Foreign Wars Voice of Democracy competition and the American legion High School Oratorical competition. These waivers are excluded from statutory caps.
- 3.7 Tuition and fees waivers for high school graduates in foster care are awarded upon presentation of legal documentation establishing foster care status. The student must be in foster care or other residential care for at least one year prior to the waiver award. This waiver may only be used after other sources of financial aid that are dedicated solely to tuition and fees are exhausted. See §18b-10-7b. These waivers are excluded from statutory caps.
- 3.8 Tuition waivers are awarded to the spouses and/or dependents of active duty military and National Guard. Renewal is dependent upon active duty status continuing and the student maintaining a 2.75 grade point average. These waivers are included in statutory caps.

- 3.9 Tuition and fee waivers are awarded to the spouses or dependents of full-time regular faculty and staff. Renewal of these awards is dependent upon remaining in good academic standing. See §18B-10-5(b)(6), 18B-10-6(b)(5). These waivers are excluded from statutory caps.
- 3.10 Tuition and fee waivers are provided to 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. See §18b-10-7. These waivers are excluded from statutory caps.
- 3.11 Third party is defined as a person or entity other than the student and is hereinto after referred to as the Sponsor.
- 3.12 Direct cost of instruction includes the salary, benefits, or other compensation to the instructor and any additional cost of having a course taught such as instructor's travel and meal expense or costs of instructional materials, books, etc.
- 3.13 The amount received from the sponsor refers to payment by the sponsor to offset those costs borne up front by the College such as the instructor's compensation.
- 3.14 Costs directly borne by the sponsor refers to any costs for instruction that were not paid through the College payroll where the sponsor provides and pays the instructor.

SECTION 4. PROCEDURES

- 4.1 The Vice President for Student Affairs and Enrollment Management is responsible for awarding academic tuition and fee waivers and determining the amounts of the awards.
- 4.2 The Director of Athletics shall recommend to the Vice President for Student Affairs and Enrollment Management the apportionment of the Athletic Tuition and Fee Waiver amounts among the athletic sports.
- 4.3 The Office of Student Affairs and Enrollment Management shall prepare an annual report to the Board of Governors.
- 4.4 The Director of Financial Aid shall be responsible for reporting tuition and fee waivers to the Higher Education Policy Commission.

- 4.5 The Vice President for Student Affairs and Enrollment Management shall determine the amount of waivers allowed for an academic year based on the calculations from the FTE of the previous fall semester and shall notify the Director of Athletics and the Director of Financial Aid of the funds available for athletic waivers and for academic waivers.