

CONCORD UNIVERSITY BOARD OF GOVERNORS

Policy No. 13

Policy on Undergraduate and Graduate Tuition and Fee Waivers

Effective Date: 07/26/2005

Section 1. GENERAL

1.1 Scope:

This policy provides direction for establishing and maintaining waivers for tuition and fees. The University is required to maintain accurate records of all tuition and fee waivers. A list of the types of tuition and fee waivers is noted below and the University must include the monetary value of these waivers in its audited financial statements each year.

1.2 Effective Date: July 26, 2005

Section 2. POLICY

2.1 It is the policy of the University that the student account records will reflect all tuition and fee waivers and that they will adhere to GAAP (Generally Accepted Accounting Principles), as prescribed by the American Institute of Certified Public Accountants, (AICPA), the directives issued by the Concord University Board of Governors, the Higher Education Policy Commission, the West Virginia Legislature, and other State Policy and Procedures as applicable.

2.2 This Operational Policy and Procedure on tuition and fee waivers is in compliance with the following state codes:

§18B-10-5 Undergraduate Fee Waivers (First 5% of previous Fall semester)

§18B-10-1 Undergraduate Fee Waivers (Additional 5% of previous Fall semester)

§18B-10-6 Graduate Fee Waivers

§18B-10-4b Additional fee waivers for health sciences and technology academy programs.

§18B-10-7 Tuition and fee waivers for children and spouses of officers and firefighters killed in the line of duty.

§18B-10-7a Tuition and fee waivers or adjustments for residents at least sixty five years old.

§18B-10-7b Tuition waivers for high school graduates in foster care.

§18B-10-9 Authority to excuse students in certain educational programs from payment of enrollment fees. (Third Party Fee Waiver)

§18-19-3 Tuition Waiver for Children of Deceased Veterans

Section 3. DEFINITIONS AND PROCEDURES

3.1 Tuition and fee waivers entitle recipients to forgo payment, entirely or in part, of tuition and required educational and general fees, auxiliary and auxiliary capital fees, and educational & general capital fees.

3.2 The Vice President of Admissions and Financial Aid is the person responsible for awarding tuition and fee waivers. The Financial Aid Director is a person designated by the Vice President of Admissions & Financial Aid to be responsible for the disbursement of each tuition and fee waiver. The designated Senior Accountant is to be responsible for the recording and accounting of all tuition and fee waivers. The Controller is the person responsible for reporting the tuition and fee waivers on the financial statements.

Section 4. STATE CODE, TYPE OF TUITION AND FEE WAIVER, POLICY AND PROCEDURE FOR AWARDING TUITION AND FEE WAIVER, POLICY AND PROCEDURE FOR RECORDING AND ACCOUNTING OF TUITION AND FEE WAIVER.

4.1 §18B-10-5 and §18B-10-1 -- Undergraduate Fee Waivers.

Concord University may not have in effect at any time a number of undergraduate tuition and fee waivers which exceeds five percent of full-time equivalent undergraduate students registered during the fall semester of the immediate preceding academic year. Each undergraduate fee waiver entitles the recipient thereof to attend a designated state institution of higher education without payment of the tuition, capital and other fees as may be prescribed by the governing board and is for a period of time not to exceed eight semesters of undergraduate study. Concord University, to the extent authorized, will increase by up to five percent the available tuition and fee waivers provided by the institution. The increased waivers may not be used for athletics.

4.1.1. Procedure for Awarding Undergraduate Tuition and Fee Waivers

The Admission's Office, the Athletics Office and the six academic divisions award the number of tuition and fee waivers based on the following calculation:

Academic-Merit 40% CCUS, MARF DIVA (BANNER Payment Code)

Athletic-Ability 40% ATHL (BANNER Payment Code)

Talent 15% CCAT (BANNER Payment Code)

Other 5% EMPL (BANNER Payment Code)

A total of 12 divisional tuition and fee waivers (DIVA) are awarded each academic year. These waivers are inclusive with the 40% academic waivers noted above. Two tuition and fee waivers per each of the following divisions:

1) Division of Natural Science 2 DIVA (BANNER Payment Code)

2) Division of Social Science 2 DIVA (BANNER Payment Code)

3) Division of Business 2 DIVA (BANNER Payment Code)

4) Division of Fine Arts 2 DIVA (BANNER Payment Code)

5) Division of Education 2 DIVA (BANNER Payment Code)

6) Division of Language of Literature 2 DIVA (BANNER Payment Code)

The Financial Aid Office determines the number of waivers allowed based on 5% of the FTE of the previous fall semester. The Financial Aid Office receives a listing of incoming freshmen who have been awarded a partial tuition and fee waiver from the Admission's Office. The Financial Aid Office will review current recipients for renewal eligibility. The renewal criteria are based on a cumulative

GPA of 3.00 with less than eight semesters of awards. The Financial Aid Office receives a listing of incoming freshmen who have been awarded a full tuition and fee waiver from the Athletic Office. The Financial Aid Office will review current recipients for renewal eligibility. The renewal criteria are based on a cumulative GPA of 3.00 with less than eight semesters of awards. The Director of Financial Aid is responsible for ensuring that this waiver is only used after other sources of financial aid that are dedicated solely to tuition and fees are exhausted. The accuracy of determining the true number of waivers to be used in this calculation is ensured by the BANNER source code of WVIN.

4.1.2 Procedure for Recording and Accounting of Undergraduate Tuition and Fee Waivers.

The designated Senior Accountant is to be responsible for recording and accounting all tuition and fee waivers. A source code of WVIN will be used in the BANNER accounting system to record true waivers. The data is extracted within the WVIN source code by effective date of transaction. Payment codes of CCUS, MARF, DIVA, ATHL, CCAT, and EMPL is used on the student accounts receivable BANNER table. Monthly invoicing of tuition and fee waivers are filed and tracked by the Senior Accountant. Concord University includes the monetary value of these waivers in its audited financial statements each year.

4.2 §18B-10-6 – Graduate Fee Waivers.

Concord University may not have in effect at any time a number of graduate fee waivers which exceeds five percent of the number of full-time equivalent graduate students registered during the corresponding fall semester, spring semester, and summer term of the immediately preceding academic year. All graduate assistants employed by these institutions shall be granted a fee waiver. Each graduate fee waiver entitles the recipient to waiver of the tuition, capital and other fees as may be prescribed by the governing boards and is for a period of time not to exceed number of semesters normally required in the recipient's academic discipline.

4.2.1. Procedure for Awarding Graduate Tuition and Fee Waivers.

Effective fiscal year 2006, the divisions having graduate programs will award the number of graduate tuition and fee waivers based on five percent of the number of full-time equivalent graduate students registered during the corresponding fall semester, spring semester, and summer term of the immediately preceding academic year. The Graduate Clinical Faculty Fee that reflects a discounting of base tuition and fees should not be included in the five percent calculation. The Financial Aid Office will determine the number of waivers allowed and report the permissible number to each applicable division. The Financial Aid Office will receive a listing of first time graduate students who have been awarded a graduate tuition and fee waiver from the division awarding the tuition and fee waivers. Beginning with fiscal year 2007, the Financial Aid Office will review the current recipients for renewal eligibility. The renewal criteria will be based on a cumulative GPA of 3.00 and the number of semesters normally required in the recipient's academic discipline. The Director of Financial Aid is responsible for

ensuring that this waiver is only used after other sources of financial aid that are dedicated solely to tuition and fees are exhausted. The Director of Financial Aid is responsible for determining the number of waivers to be given each fiscal year. The Director of Graduate Studies is responsible for awarding the graduate tuition and fee waivers.

4.2.2. Procedure for Recording and Accounting of Graduate Tuition and Fee Waivers

The designated Senior Accountant is to be responsible for recording and accounting for all tuition and fee waivers. A source code of GWIN will be used in the BANNER accounting system to record graduate true waivers. A payment code of GFWR will also be used on the student accounts receivable BANNER table. The data is extracted within the GWIN source code by effective date of transaction. Monthly invoicing of tuition and fee waivers are filed and tracked by the Senior Accountant. Concord University includes the monetary value of these waivers in its audited financial statements each year.

4.3 §18B-10-4b. Additional fee waivers for health sciences and technology academy programs.

(a) In addition to the number of fee waivers permitted in sections five and six of this article for undergraduate, graduate and professional schools, each state 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.

(b) 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 parents and teachers, to enhance their knowledge and abilities in subject matters which will further a career in the field of health sciences.

4.3.1. Procedure for Awarding Tuition and Fee Waivers for Health Sciences and Technology Academy Programs.

The Financial Aid Office receives a list of students who have authorization for a tuition and fee waiver from the West Virginia University Robert C. Byrd Health Sciences Center. The Director of Financial Aid is responsible for ensuring that this waiver is only used after other sources of financial aid that are dedicated solely to tuition and fees are exhausted.

4.3.2. Procedure for Recording and Accounting of Tuition and Fee Waiver for High School Graduates in Foster Care.

The designated Senior Accountant is to be responsible for recording and accounting for all tuition and fee waivers. A source code of WVRS will be used in the BANNER accounting system to record true waivers. The data is extracted within the WVRS source code by effective date of transaction. A payment code of HSTA is also used on the student accounts receivable BANNER table. Monthly invoicing of tuition and fee waivers are filed and tracked by the Senior Accountant. Concord University includes the monetary value of these waivers in its audited financial statements each year.

4.4 §18B-10-7 – Tuition and fee waivers for children and spouses of officers and firefighters killed in the line of duty.

Concord University will waive the full monetary value of tuition and fees for the child or spouse of a law-enforcement officer, a correctional officer, a conservation officer, or a registered firefighter that was killed in the line of duty while employed by the state or any political subdivision thereof.

4.4.1. Procedure for Awarding Tuition and Fee Waiver for Children and Spouses of Officers and Firefighters Killed in the Line of Duty.

The student applicant must have the appropriate state agency send a verification statement to the Concord Business Office. The Accounting Assistant receives authorization for tuition and fee waiver from a West Virginia state agency which states that the student is a child or the spouse of a deceased law-enforcement officer, a deceased correctional officer, a deceased conservation officer, or a deceased firefighter that was killed in the line of duty while employed by the state. The documentation that authorizes the tuition and fee waiver is then copied and sent to the Director of Financial Aid for packaging purposes. The Director of Financial Aid is responsible for ensuring that this waiver is only used after other sources of financial aid that are dedicated solely to tuition and fees are exhausted.

4.4.2. Procedure for Recording and Accounting of Tuition and Fee Waivers for Children and Spouses of Officers and Firefighters Killed in the Line of Duty

The designated Senior Accountant is to be responsible for recording and accounting for all tuition and fee waivers. A source code of WVRS will be used in the BANNER accounting system to record true waivers. The data is extracted within the WVRS source code by effective date of transaction. A payment code of CHDV is also used on the student accounts receivable BANNER table. Monthly invoicing of tuition and fee waivers are filed and tracked by the Senior Accountant. Concord University includes the monetary value of these waivers in its audited financial statements each year.

4.5 §18B-10-7a – Tuition and fee waivers or adjustments for residents at least sixty-five years old.

Residents that are at least sixty-five years of age and attend undergraduate or graduate courses without receiving credit have tuition and fees waived with a charge of fifty dollars. Residents that are at least sixty-five years of age and attend undergraduate or graduate courses and receive credit have fifty percent of the tuition and fees waived.

4.5.1. Procedure for Awarding Tuition and Fee Waivers for Residents at Least Sixty-Five Years Old.

The Admissions Office assigns a campus code of 4 in the BANNER database for residents that are at least sixty-five years of age and are planning to attend for credit undergraduate or graduate courses. The campus code 4 permits assessment of fees totaling 50% of in-state tuition. The Admissions Office assigns a campus code of 5 in the BANNER database for residents that are at least sixty-five years of age and are planning to attend undergraduate or

graduate courses without receiving credit. The campus code 5 permits assessment of fees totaling \$50.

4.5.2. Procedure for Recording and Accounting of Tuition and Fee Waivers for Residents at Least Sixty-Five Years Old.

The designated Senior Accountant is to be responsible for recording and accounting for all tuition and fee waivers. The campus code of 4 and the campus code of 5 are utilized in order to extract the total number of waivers given to West Virginia residents that are at least sixty-five years old. Concord University includes the monetary value of these waivers in its audited financial statements each year.

4.6 §18B-10-7b – Tuition waivers for high school graduates in foster care.

Concord University will waive the full monetary value or partial monetary value of tuition and fees for any student 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. This waiver may only be used after other sources of financial aid that are dedicated solely to tuition and fees are exhausted.

4.6.1. Procedure for Awarding Tuition and Fee Waivers for High School Graduates in Foster Care.

The student applicant must have the appropriate state agency send a verification statement to the Concord Business Office. The Business Office receives authorization for a tuition and fee waiver from the West Virginia Department of Health and Human Resources which states that the student is currently in the custody of the state. The documentation that authorizes the tuition and fee waiver is then copied and sent to the Director of Financial Aid for packaging purposes. The Director of Financial Aid is responsible for ensuring that this waiver is only used after other sources of financial aid that are dedicated solely to tuition and fees are exhausted.

4.6.2. Procedure for Recording and Accounting of Tuition and Fee Waiver for High School Graduates in Foster Care.

The designated Senior Accountant is to be responsible for recording and accounting for all tuition and fee waivers. A source code of WVRS will be used in the BANNER accounting system to record true waivers. The data is extracted within the WVRS source code by effective date of transaction. A payment code of DHHR is also used on the student accounts receivable BANNER table. Monthly invoicing of tuition and fee waivers are filed and tracked by the Senior Accountant. Concord University includes the monetary value of these waivers in its audited financial statements each year.

4.7 §18B-10-9 – Authority to excuse students in certain educational programs from payment of enrollment fees. (Third Party Fee Waiver)

Whenever the cost of an education program at Concord University is wholly financed by a grant from any federal, state or local agency or from any foundation, corporation or other association or person, except for indirect costs of administration and other overhead expenses, such as the cost of providing

classrooms and other facilities, Concord Board of Governors administering the program has the authority to excuse all students enrolled in such program from the payment of tuition and other fees. The President of Concord University has been designated by the Board of Governors to authorize and approve all third party fee waivers.

4.7.1. Procedure for Awarding Tuition and Fee Waiver for Educational Programs
Undergraduate and graduate tuition and fee waivers may be awarded whenever the cost of an education program at Concord University is wholly financed by a grant from any federal, state or local agency or from any foundation, corporation or other association or person, except for indirect costs of administration and other overhead expenses, such as the cost of providing classrooms and other facilities. Any division requesting a third party fee waiver for any course must have approval from the President of Concord University by submitting the Concord University Approval of Tuition and Fee Waiver (form BUS001). The form must demonstrate that all direct costs of instruction are to be covered by the sponsoring entity. Once approval has been granted by the President of Concord University and the form is on file in the Business Office, a Third Party Fee Waiver must be completed for each student receiving the waiver for tuition and fees (form BUS002). The form BUS002 must be copied and sent to the Business Office and the Financial Aid Office. The Director of Financial Aid is responsible for ensuring that this waiver is only used after other sources of financial aid that are dedicated solely to tuition and fees are exhausted.

4.7.2. Procedure for Recording and Accounting of Tuition and Fee Waiver for Educational Programs

The designated Senior Accountant is to be responsible for recording and accounting for all tuition and fee waivers. A source code of WVRS will be used in the BANNER accounting system to record true waivers. The data is extracted within the WVRS source code by effective date of transaction. Payment codes of EDUC, GEOG, HIST, MCNW, and UPBW is used on the student accounts receivable BANNER table. Monthly invoicing of tuition and fee waivers are filed and tracked by the Senior Accountant. Concord University includes the monetary value of these waivers in its audited financial statements each year.

4.8 §18-19-3. No tuition fees to be charged; how funds to be expended; cessation of allowances. (Children of Deceased Veterans)

No tuition fees shall be charged such applicants attending any state education or training institution, and the funds herein appropriated shall be expended by said West Virginia division of veterans affairs only for matriculation fees, board, room rent, books, supplies and other necessary living expenses of such children. Said division is charged with the duty of disbursing the funds herein provided and shall draw its requisitions upon the auditor for that purpose. In the discretion of said division, such requisitions may be made payable to said education or training institutions or to those furnishing to said children board, room rent, books, supplies and other necessary living expenses, the division being first satisfied as to the correctness and amounts of such expenditures. Should any child withdraw

from any such institution, all allowances to such child shall cease. No member or employee of said division shall receive any additional compensation for the services herein required.

4.8.1. Procedure for Awarding Tuition and Fee Waiver for Children of Deceased Veterans.

The student applicant must have the appropriate state agency send a verification statement to the Concord Business Office. The Accounting Assistant receives authorization in the form of a correspondence from the West Virginia Division of Veterans Affairs which states that certain students are eligible for a tuition and fee waiver. This correspondence references Chapter 18, Article 19, Section 3, and Code of West Virginia. The documentation that authorizes the tuition and fee waiver is then copied and sent to the Director of Financial Aid for packaging purposes. The Director of Financial Aid is responsible for ensuring that this waiver is only used after other sources of financial aid that are dedicated solely to tuition and fees are exhausted.

4.8.2. Procedure for Recording and Accounting of Tuition and Fee Waivers for Children of Deceased Veterans.

The designated Senior Accountant is to be responsible for recording and accounting for all tuition and fee waivers. A source code of WVRS will be used in the BANNER accounting system to record true waivers. The data is extracted within the WVRS source code by effective date of transaction. A payment code of CHDV is also used on the student accounts receivable BANNER table. Monthly invoicing of tuition and fee waivers are filed and tracked by the Senior Accountant. Concord University includes the monetary value of these waivers in its audited financial statements each year.