

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP-3.2

TITLE: AWARDING of UNDERGRADUATE FEE WAIVERS

SECTION 1. GENERAL

- 1.1 Scope - This policy regards the awarding of undergraduate waivers
- 1.2 Authority - West Virginia Code § 18B-10-5, 18B- 10-7, 18B-1-6
- 1.3 Effective Date - May 24, 2004
- 1.4 Repeal of Former Rule - Repeals and replaces Policy No. BP-3.2 effective August 11, 2003.

SECTION 2. UNDERGRADUATE FEE WAIVERS

- 2.1 The term "Undergraduate Fee Waiver" refers to the waiver of tuition and fees on a full or part-time basis authorized by Chapter 18B, Article 10, Section 5 of the West Virginia Code. These awards shall be identified as Eastern West Virginia Community and Technical College Undergraduate Scholarships or Eastern West Virginia Community and Technical College Undergraduate Fee Waivers.
- 2.2 The maximum number of authorized undergraduate fee waivers at the College shall be equal to five percent (5%) of the full-time equivalent undergraduate enrollment of the College for the fall term of the immediately preceding academic year, unless the Board of Governors acts on an annual basis to increase the maximum percentage for up to 10% as provided in Code.
- 2.3 Pursuant to the statute, no student may hold a full-time undergraduate fee waiver for more than six (6) consecutive semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one full-time waiver for one (1) semester for scholarship purposes.
- 2.4 Awards made under this program shall provide for the waiver of tuition, registration fee, higher education resource fee, and the faculty improvement fee. In addition, the College shall have discretionary authority to waive one or more of the component parts of the college fees (includes such fees as the activity and operations fees) and/or special fees assessed to students in designated academic fields (e.g.: health profession fee). Furthermore, the College notes that it does not

have the authority to waive the component parts of College fees assessed according to agreements with other institutions or agencies.

- 2.5 Waiver reports shall be submitted to the Board of Governors and the Chancellors office in accordance with the following general provisions. The chancellor's office shall distribute appropriate instructions concerning the details of the report.
 - 2.5.1 The College will submit a summary report to the Chancellor on June 15 of each year. The report will list all waiver awards for the entire academic year and will be presented to the Higher Education Policy Commission as a matter of information.
 - 2.5.2 Each award recipient should be listed and a permanent hometown address provided. Both new and renewal recipients must be included.
 - 2.5.3 Each waiver recipient should be listed within the single category which reflects the primary reason a fee waiver was awarded.
- 2.6 The College shall give priority consideration in the awarding of undergraduate fee waivers to students who are West Virginia residents within the District. The College should also provide a reasonable opportunity for its employees to utilize these awards, provided that the employee does not hold an Associate degree or higher and shall be considered with all other applicants.
- 2.7 In view of the substantial alternative student aid resources available for students with demonstrated financial need and the shortage of merit scholarships available, it is recognized that the College may choose to award a substantial portion of their tuition and fee waivers to students who possess various kinds of special abilities and aptitudes. However, in instances where there are more financially needy applicants than can be assisted through the available need-based student aid programs, the College shall give strong consideration in the awarding of scholarships to students with demonstrated financial need.
- 2.8 In accordance with Chapter 18B, Article 10, Section 7 of the West Virginia Code, the College shall make provisions to waive tuition and any fees charged to children and spouses, on a classroom space available basis, of certain law enforcement officers and fire fighters (as defined in Chapter 30, Article 29, Section 1 of the West Virginia Code) killed in the line of duty. The College may require such persons to pay special fees, including any laboratory fees, if such fees are required of all other students taking a single or the particular course and may also require such person to pay for parking. A fee waiver shall also 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. Under this section, the College shall award such waivers within the allotment authorized in Section 2.2 of this policy.

BOARD OF GOVERNORS, CHAIR

May 24, 2004

DATE