

# BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS

**SERIES:** 2 | **Students**  
**RULE:** 24.1 | **Awarding of Student Tuition and Fee Waivers**

**Scope:** This rule governs the awarding of tuition and fee waivers.  
**Authority:** W. Va. Code §18B-10-5, 18B-10-7, 18B-10-10  
**Approval Date:** 5/6/09  
**Effective Date:** 5/6/09

## **SECTION 1.** General

- 1.1. To establish a rule relating to the awarding of academic tuition waivers, Staff and Dependent waivers, and other tuition waivers for groups defined in the Code, including: Family of Deceased Active Duty or Guardsmen, Family of Officers and Firefighters, Foster Care, Health, Science and Technology Academy graduates. Others may be defined at a later date.

## **SECTION 2.** Definitions and Exclusions

- 2.1. Academic Fee Waiver. All tuition and fee waivers authorized by West Virginia Code §18B-10-5. The maximum number of semesters an academic waiver can be awarded is four (4) semesters.
- 2.2. Family of Officers and Firefighters Fee Waivers. These awards are available to the child or spouse of a law-enforcement officer as defined in West Virginia Code §30-29-1, a correctional officer at state penal institution, a conservation officer, or a 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 volunteer fire department serving a political subdivision of this state.
- 2.3. Students in Foster Care. These awards are available to any high school graduate or student who passes the GED examination while in the custody of the State Department of Health and (1) 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: 1) apply to be accepted to the College; and 2) apply for other financial grant assistance, in compliance with federal financial aid rules, including the federal Pell grant.
- 2.4. HSTA Waivers. This waiver is for graduates of the West Virginia Health, Science, and Technology Academy, sponsored by West Virginia University, and offered in several locations around the state. Graduates are certified by the program and the waiver is for four (4) semesters.
- 2.5. Staff and Dependent Waivers. This waiver is an employee benefit and, as such, has a separate policy.
- 2.6. Family of Deceased Military or Active Guardsmen. Waivers include 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. This also includes living or deceased recipients of the Purple Heart Award.
- 2.7. Institution specific waivers may be awarded at the discretion of the Executive Staff with approval from the Board of Governors.

- 2.7.1. BOG Student Representative. This award is for a maximum of two (2) consecutive semesters. The governance of the requirements for this position is contained in a separate contract.
- 2.7.2. VIZZI Awards. Waivers up to three (3) credits will awarded to winners of the annual VIZZI celebration. Students currently enrolled in high school are not eligible for the waiver, but the award can be applied during the semester following graduation from high school.
- 2.7.3. Literacy Council Waivers. Blue Ridge CTC partners with the West Virginia Literacy Council (Council) to award \$1,000 in the form of a tuition waiver to up to ten (10) students, selected by the Council, who has completed the requirements for a GED through Adult Education and is enrolled in Blue Ridge CTC. The award is divided between fall and spring semesters, with half being paid each semester.
- 2.7.4. Administrative Customer Service Waivers. With documentation, waivers may be awarded to individual students with varying awards in order to correct or adjust accounts for reasons of customer service. The Vice President of Enrollment Management must sign approval.
- 2.7.5. Other Waivers. With other agreements or Third Party arrangements, waivers may be awarded. This includes but is not limited to Yellow Ribbon Agreement, EDGE, College 100, contracting training, etc.

### **SECTION 3. Provisions and Procedures.**

- 3.1. Awards made under the Academic Tuition and required Fee Waiver shall provide for the waiver of tuition and mandatory fees. This institution shall have discretionary authority to waive one (1) or more of the other component parts of college fees, such as, special fees assessed to students in designated academic fields. All waivers may require the recipients to pay special fees, including but not limited to, laboratory fees, online course fees, students activity fees, etc.
- 3.2. This institution shall give priority consideration in awarding academic waivers to students who are West Virginia residents.
- 3.3. This institution may choose to award a substantial portion of its academic waivers to students who possess various kinds of special abilities and aptitudes, including general academic ability and academic ability in a specific 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 to awarding of the academic waiver to students with demonstrated financial need.
- 3.4. The award of all waivers, regardless of type, shall be determined by this institution's Financial Aid Office. Appropriate applications and/or documentation may be required before awarding of waivers.
- 3.5. The Financial Aid Office will submit, upon request, a summary report to the Board of Governors for each academic year.
- 3.6. Each waiver recipient must be admitted to the College as a regular student and be able to satisfy at least one (1) of the following categories:
  - 3.6.1. Demonstrated Financial Need – requires establishment through a recognized needs analysis process that a student's and the family's resources are insufficient to meet college expenses.
  - 3.6.2. General Academic Success – 2.0 or higher GPA. Academic departments may establish more restrictive guidelines.
  - 3.6.3. Academic Ability in a specific field.

- 3.7. New programs or underutilized programs with low enrollment will be given priority in establishing yearly tuition waiver allocations for academic departments.
- 3.8. Waivers are subject to other codes and regulations not mentioned in this specific policy. This includes but is not limited to policies outlining High School registration and fees.

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