

**SUBJECT:**

Awarding of Tuition and Fee Waiver Policy

**PURPOSE:**

This policy shall not alter the language or intent of West Virginia Code §18B-10-5.

To establish policy 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.

Blue Ridge Community and Technical College is allowed to provide tuition and required fee waivers to designated populations with a cap defined by the above referenced code.

- West Virginia Code §18B-10-5. To calculate the amount available for academic tuition waivers, 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%.

**DEFINITIONS and EXCLUSIONS:**

- A. Academic Fee Waiver – all tuition and fee waivers authorized by West Virginia Code §18B-10-5. The maximum number of waivers at this institution shall not exceed the aforementioned cap. The maximum number of semesters an academic waiver can be awarded is four (4) semesters. Academic Divisions will set department requirements for awarding of their waiver allocation.
- B. 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 a 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.
- C. 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 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 and 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. The student must begin use of the waiver within two years of high school completion. These waivers do not count toward the 5% cap as stated above.

- D. 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 semesters. These waivers are not included in the 5% cap.
- E. Staff and Dependent waivers – Waivers awarded to the staff and dependents of this institution are not calculated into the maximum 5% cap waiver. This waiver is also an employee benefit and, as such, has separate policy.\*
- F. Family of Deceased Military or Active Guardsmen – Waivers are provided on a space available basis to 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. These waivers are not included in the 5% cap.
- G. Institution specific waivers developed since 2005 and included in the 5% cap as part of the academic tuition waiver allotment –
  - 1) Student Government Association President – This award is for a maximum of two (2) consecutive semesters. The president is elected by the student body and the waiver is not transferable to any other officer. The governance of the requirements for president is outlined in the Student Government Association constitution.
  - 2) VIZZI Awards – Waivers up to three (3) credits will be 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.
  - 3) Literacy Council waiver – Blue Ridge partners with the West Virginia Literacy Council to award \$1000 in the form of a tuition waiver to a student, selected by the Council, who has completed the requirements for a GED through Adult Education and is enrolled at Blue Ridge CTC. The award is divided between fall and spring semesters, with half being paid each semester.

## **PROVISIONS and PROCEDURES**

- 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 or more of the other component parts of college fees such as special fees assessed to students in designated academic fields.
- 2) This institution shall give priority consideration in awarding academic waivers to students who are West Virginia residents.
- 3) This institution may chose 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.

- 4) All waivers may require the recipients to pay special fees, including but not limited to, laboratory fees, online course fees, student activity fees, etc.
- 5) 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.
- 6) The Financial Aid office will submit, upon request, a summary report to the Board of Governors for each academic year.
- 7) Each waiver recipient must be admitted to the College as a regular student and be able to satisfy at least one of the following categories:
  - a. 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.
  - b. General Academic success – 2.0 or higher GPA. Academic departments may establish more restrictive guidelines.
  - c. Academic Ability in a specific field.
- 8) New programs or underutilized programs with low enrollment will be given priority in establishing yearly tuition waiver allocations academic departments.

\*Policies for Staff Waivers and Staff Spouse and Dependent Waivers are currently under review.