

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE

OPERATING POLICY

Effective Date	Subject	Number	Page
October 24, 2014	TUITION & FEE WAIVERS	E-OP-10-14	1 of 4
Supersedes/Supplements:	BC E-OP-3-09; KV AP #VI-5		
Reference:	BOG B-11; WV Code 18B-10-5,7,10		

POLICY STATEMENT

BridgeValley Community and Technical College (College) awards academic tuition waivers, staff and dependent waivers, and other tuition waivers for groups identified by code and the institution.

POLICY REFERENCES

Waiver Amounts

The dollar amount available for tuition waivers is determined by multiplying the previous fall's full-time-equivalent students by the annualized tuition and fee rate, and then multiplying that number by 5%. Approximately half of the allowable dollar amount set for waivers will be awarded each semester (Fall and Spring consecutively). Waivers will only be granted for summer sessions, if there is money left in the budget after Fall and Spring awards.

Types of Tuition and Fee Waivers

Family of Officers, Firefighters Waivers, National Guard Personnel, Reserve Personnel and Active Duty Personnel Killed in the Line of Duty – These awards are available to the child or spouse of a law-enforcement officer as defined in §30-29-1, a correctional officer of 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 a volunteer fire department serving a political subdivision of this state. Additionally, these awards are available to the child or spouse of a National Guard member or person on federal or state active military duty who is a resident of this state and is killed in the line of duty. These waivers do not count toward the 5% cap.

Students in Foster Care Waivers – These awards are available to any high school graduate or student who passes the high school proficiency 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, a student must:

1. apply to and be accepted in the College; and
2. apply for other financial grant assistance, in compliance with federal aid rules, including 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.

Residents at Least 65 Years of Age Waivers – Provided that classroom space is available after full-time financial aid students and graduating students have been given priority, a resident of the state who is 65 years of age or older may audit a credit course for fifty dollars. If the student enrolls in a for-credit class, fifty percent of the tuition and fees will be waived.

Veterans Receiving Federal Educational Assistance Benefits Waivers – In accordance with the U. S. Department of Foreign Affairs' Yellow Ribbon G. I. Education Enhancement Program, tuition and fees not otherwise covered under 38 U.S. C. §3313(c)(1)(A) shall be waived for eligible veterans. These waivers do not count toward the 5% cap.

Medal of Honor and Andrew J. Trail Purple Heart Recipient Tuition Waiver – For state residents who have been honorably discharged from the armed forces and received the Medal of Honor or Purple Heart Medal, tuition and fees are waived in the amount that exceeds the total of state and federal education benefits, grants or scholarships received. These waivers do not count toward the 5% cap.

Employee Waivers – For qualifying, full-time employees, and their IRS declared dependents, tuition and fees are waived in the amount that exceeds the total of state and federal education benefits, grants or scholarships received.

Institutional Student Aid Waivers – All other waivers that do not qualify for the preceding categories are institutional student aid waivers.

Other Statutorily Defined Waivers – Any additional waivers that may be added to the West Virginia State Code.

PROCEDURES

Procedures for Student Waivers:

Student tuition waivers are to be used in the case of extenuating circumstances and will only be considered for students who are not currently receiving a West Virginia Higher Education Grant, a Promise Scholarship or HEAPS. For students receiving the West Virginia Higher Education Grant, any tuition waiver amount awarded will be pro-rated to the difference between the amount of the grant and the basic tuition cost. The following guidelines apply:

1. Students must be in good standing with BridgeValley and must have a 2.25 GPA or higher to be considered.
2. Applicants must complete a FAFSA application for student financial aid programs (excluding student loans).
3. Tuition waivers must be used for associate degree coursework and is limited to up to 12 (twelve) hours per semester (base tuition) at the in-state rate.
4. Tuition waiver applications are awarded on first come, first serve basis. Applications for tuition waivers received after the deadline date will not be accepted.
5. The student is ineligible for one semester if she/he fails a course, withdraws after class starts or receives an incomplete for any class covered by tuition waiver award.
6. The student must maintain a 2.25 cumulative grade point average (GPA) to be awarded.
7. A Tuition Waiver Application with advising grade transcript attached must be completed each semester.
8. In general, waiver awards will not be used to cover books, lab fees, extra fees or other expenses.

Upon submitting an application, the student's information will be reviewed by the Scholarship and Financial Aid Committee. The student will be notified in writing of the Committee's decision by the Office of Student Affairs. If the student wishes to appeal the decision, she/he will have 30 days to do so. Appeals are addressed to the Dean of Student. If the student wishes to appeal the Dean's decision she/he will need to address a letter to the President of BridgeValley within 15 days of receipt of the Dean's letter. The President's decision is final.

Procedures for Employee Waivers:

Employees and/or their IRS declared dependent desiring to qualify for tuition waiver must complete the following steps and abide by these guidelines:

1. Complete a FAFSA application for student financial aid programs (excluding student loans). Qualifying for student financial aid or failure to complete an application will limit or void access to the employee tuition waiver program.
2. In case of an employee dependent applying for a waiver, the employee must provide a copy of her/his most recently filed federal income tax form showing the relative as a declared dependent.
3. Waivers must be used for associate degree coursework by the employee or his/her legal dependent and is limited to up to 12 (twelve) hours per semester (base tuition) at the in-state rate.
4. Waivers are awarded on first come, first serve basis. Applications for tuition waivers received after the deadline date will not be accepted.
5. Employees must have the endorsement of supervisor, dean or director if course is scheduled during employee's regular working hours or if the course is being taken for job enhancement. If the course is during regular work hours, annual leave must be taken unless there is written authorization from the supervisor to change the work schedule to make up the lost hours. It is the employee's responsibility to obtain the approval and submit with the application, if needed.
6. The employee or his/her dependent is ineligible for one semester if he/she: fails a course, withdraws after class starts or receives an incomplete for any class covered by tuition waiver award.
7. Employee or dependent must have or maintain a 2.25 cumulative grade point average (GPA) to be awarded, be benefits eligible and have been employed for over six months.
8. A Tuition Waiver Application with advising grade transcript attached must be completed each semester.
9. At no time will tuition waiver awards be used to cover books, lab fees, extra fees or other expenses.
10. Non-degree seeking employees who wish to audit courses at no cost may do so without submission of a completed FAFSA. Employees must still have supervisor approval and enrollment is limited to courses with available seats. Courses may not be audited unless there is a sufficient amount of students to hold the course without including those auditing.

Upon submitting an application, the employees or dependent's information will be submitted to the President of the College. The employee or dependent will be notified in writing of the President's decision by the Office of Student Affairs. The President's decision is final.

The President will present information regarding waivers awarded to the Board of Governors annually.

Approved by: Cabinet **Date:** 10/24/2014