

# ADMINISTRATIVE PROCEDURE

## Southwestern Oregon Community College

### AP 5021 Tuition Waivers

#### Purpose

The purpose of tuition waivers is to promote access, recruitment, and retention.

#### Statement

Tuition waivers will be allocated to students based on student achievement, student talent, employee benefit, community partnerships, student financial need, legal mandate, or athletic conference participation as established by Board Policy 6045 and are to be used for tuition costs only. Course/student fees and books are not covered by tuition waivers.

Tuition waivers fall into the following categories; merit based, non-merit based, and legally required.

The dollar amount available for waivers will be determined through the college's annual budgeting process. The enrollment management committee will determine eligibility requirements and the best means for distributing waivers.

Tuition waivers are non-transferable and apply only to the student to whom they are awarded. Waivers are typically awarded for one academic term and may be renewable based on continued eligibility. Waivers are for up to the cost of tuition for 15 in-state credits per academic term unless otherwise legally mandated. Unused credits tied to an awarded waiver are forfeited.

Students must comply with all college policies and maintain the criteria for the waiver. Failure to do so may result in revocation of the waiver.

Students must maintain satisfactory academic progress and remain in good standing unless otherwise stated in the criteria for the specific waiver.

#### Waivers

1. **Merit-Based Waivers** - A waiver awarded based on a student's academic performance, talent, or achievements
  - a. **Academic Achievement:** Waivers awarded for outstanding academic performance.
    - i. **3.75 High School GPA Waiver** - Any current high school student who graduates with a cumulative unweighted grade point average of 3.75 or greater may be eligible to receive a six (6) consecutive term tuition waiver.
      1. Students with modified high school diplomas are not eligible for this waiver type.
      2. Waiver must be used in the Fall term immediately following graduation from high school.
      3. Students must have a declared major (degree program or certificate).
      4. The student has the option to include summer term as a consecutive term of attendance.

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5. Students must maintain a 3.0 or higher GPA in their Southwestern course work in order to continue receiving the waiver.
6. Eligibility for continuation of the tuition waiver will be determined at the end of each term for enrollment during the next term.
- ii. **(GED) Waivers** – Pre-college education students who complete the General Education Development (GED) exams with a minimum average score of 155 may be eligible to receive up to a three consecutive term tuition waiver.
  1. Student must also have completed 40 hours of ABS/GED instruction through Adult Pre-College Education and have completed the appropriate assessments required under Title II.
  2. Student must have a declared degree program or certificate.
  3. Eligibility beyond the first quarter will be based on a minimum cumulative grade point average of 3.0, enrollment in a minimum of six (6) credits, and require consecutive terms of attendance.
  4. Waiver must be used in the term immediately following the completion of the GED with the exception of spring. Spring completers may enroll in courses either in summer or fall term.
- iii. **Skills Day Waiver** – Provided to student(s) who are awarded the waiver through participation in the Southwestern Oregon Community College Skills day event.
- b. **Talent:** Talent tuition waivers are awarded to selected students that have demonstrated a specific talent. Students must meet the conditions and criteria set forth by the waiver.
  - i. **Student Athlete:** Student athletes may be eligible for tuition waivers based on NWAC and/or NJCAA governing body rules. See the athletic department for further information on waiver eligibility and established recruitment guidelines.
  - ii. **International Student Athlete:** International student athletes may be eligible for up to three terms of in-state tuition waivers per academic year, which may cover up to half the total cost of international tuition. See the athletic department for further information on waiver eligibility and established recruitment guidelines
  - iii. **Presidential Waiver:** Waivers provided under the direction of the College President.
2. **Non-Merit-Based Waivers** - A waiver awarded based on factors other than academic or talent-based achievements, such as financial need, service to institution, or employee-related benefits, etc.
  - a. **Financial Need:** Need based tuition waivers are issued to students that have demonstrated a financial need not covered by federal, state or other outside resources and are determined based on the financial aid application and relevant supporting documents.
    - i. Students must maintain a 2.0 GPA
    - ii. Students must complete all attempted credits covered by the tuition waiver to maintain eligibility.
    - iii. Students must have a declared major (degree program or certificate).
    - iv. Students are eligible for one need-based tuition waiver per academic year.
  - b. **Service to the Institution:** Eligibility may be based on factors such as participation in college sponsored organization or performing a service to the institution. Waivers are maintained by the designated college administrator for the associated program.
    - i. Associated Student Government: Waiver for Student Government Officers - Tuition waivers may be awarded to associated student government officers.
    - ii. Student Ambassador
    - iii. General Service to Institution
    - iv. Student Housing Resident Assistant

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- c. **Institutional Initiative:** Tuition waivers initiated by college administrators to support enrollment initiatives.
    - i. Students must maintain a 2.0 GPA
    - ii. Students must complete all attempted credits covered by the tuition waiver to maintain eligibility.
    - iii. Students must have a declared major (degree program or certificate).
    - iv. Students are eligible for one tuition waiver per academic year.
  - d. **Employee Benefits:** Employee tuition waivers are available in accordance with collective bargaining agreements and college administrative procedure for staff (including retirees, retiree dependents and employee dependents) in support of staff development.
    - i. Tuition waivers are also extended as an employment benefit to employee spouse and I.R.S. dependents.
    - ii. Individual does not need to maintain satisfactory progress or be in good standing to receive.
  - e. **Community Partnerships:** Tuition waivers initiated by college administrators to employers or community partners in recognition of valued relationships. Recipients must meet conditions and criteria as stated on the tuition waiver.
    - i. **Tuition Waivers for Law Enforcement, Fire Fighting, & EMS** - Tuition waiver for employees and volunteers of government agencies or EMS organizations not pursuing a diploma or degree program in Law Enforcement, Criminal Justice Administration, Emergency Medical Services or Fire Science Technology who are taking law enforcement training, EMS or firefighting training as part of their in-service training and enrolling in a Career Development course or Firefighting courses.
3. **Legally Required Waivers** - A waiver awarded based on federal, state, or local legal requirements or agreements.
- a. **Fallen Soldier Tuition Waiver** – The fallen Oregon service member tuition waiver benefit is intended to honor Oregon service members and provide their family members with the opportunity to earn a certificate or an associate’s degree. Individuals must apply for this waiver and be determined eligible as certified by the United States Department of Veterans Affairs or any branch of the Armed Forces of the United States.
    - i. Recipients must be Oregon residents and a spouse/domestic partner or dependent of a fallen or 100 percent disabled Oregon military service member who served in the United States armed forces during a national emergency, Operation Desert Shield/Storm, the Afghanistan campaign or action of the United Nations. If the veteran is a Purple Heart recipient, their dependents are also eligible for a waiver.
    - ii. Tuition waivers granted for children or dependents of fallen service members are limited to those up to age 23. There is no age limit for spouses/domestic partners.
    - iii. Tuition waivers granted will not exceed the total credits needed for an Associate’s degree and do not include institutional or related class fees/books.
  - b. **Operation Iraqi Freedom Tuition Waiver** – Six terms of tuition, excluding fees and books.
    - i. Veteran’s DD-214 must state that student served “in combat” for 90 days or more during Operation Iraqi Freedom.
    - ii. Permanent home of record at time of entry on DD-214 must be located in Coos/Curry/Douglas Counties.
    - iii. Requires consecutive enrollment at 12 or more credits per term for six terms (summer term not required).

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- c. **65 Plus Audit Waiver** – Intended to provide Oregon residents 65 years of age or older the opportunity to audit certain courses on a space available basis (ORS 341.518).
  - i. Payment for all fees and supplies are the responsibility of the student.
  - ii. Space must be available in the course for additional students to register after tuition-paying students have registered
  - iii. The department in which the course is being taught approves the enrollment;
  - iv. The auditing student is registered for eight credits or fewer per term;
  - v. The course is a lower-division collegiate course;
  - vi. Individual does not need to maintain satisfactory progress or be in good standing to receive.
- d. **Foster Youth Tuition and Fee Waiver** - Determined by the Oregon Department of Human Services (DHS) with the Office of Student Access and Completion (OSAC). This waiver provides a tuition and fee waiver for undergraduates who meet one of the following criteria:
  - i. Were in the care and custody of DHS, or one of the nine federally recognized Tribes in Oregon. Former or current foster youth must have spent at least 180 days (6 months) in substitute care after age 14, AND did not leave substitute care and custody of (DHS or Tribe) prior to the youth's 16th birthday;
  - ii. Adopted former foster youth who have spent at least 180 days (6 months) in substitute care and were adopted on or after January 1, 2012; or
  - iii. Experienced homelessness for at least 180 days (6 months) between ages 14 and 24 years old and meet the following requirements:
  - iv. While experiencing homelessness, received services from an organization contracted by DHS or a host home; AND
  - v. Was at least 16 years of age when last receiving services
  - vi. The undergraduate student must access the Tuition and Fee Waiver prior to the age of 25 by:
    - 1. Enrolling at an eligible Oregon public 2- or 4-yr college or university
    - 2. Complete a FAFSA or ORSAA each year. Students must complete verification documents/information as requested by their school in a timely manner
    - 3. Students are eligible for the waiver up to 4 years (12 terms of full-time enrollment) or until they have earned a bachelor's degree, whichever comes first.

Adopted by Board of Education:

Policy #7.072 May 20, 1991

Changed to Administrative Policy January 22, 1996

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