

GLENVILLE STATE COLLEGE POLICIES

TUITION AND FEES POLICY 44

AWARDING OF UNDERGRADUATE TUITION WAIVERS ASSISTANCE AWARDS

44.1 General

1.1 Scope – This policy regards the awarding of undergraduate tuition waivers to qualifying faculty, staff, spouses, dependents and others.

1.2 Authority – West Virginia Code § 18B-10-5, 18B-10-7, 18B-1-6

1.3 Effective Date – February 9, 2011

1.4 Repeal of Former Rule – Repeals and replaces Glenville State College Tuition and Fees Policy 44 effective June 7, 2006.

44.2 Tuition Waivers

2.1 The governing board of Glenville State College may periodically establish waivers for qualifying faculty, staff, spouses or their dependents, and others as described below entitling recipients to pursue their undergraduate studies at Glenville State College without payment of the tuition, capital and other fees as may be prescribed by the governing board. The term “Undergraduate Tuition Waiver” refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 5 of the West Virginia Code. These awards shall be identified by using the name of Glenville State College in the award (e.g.: Glenville State College Undergraduate Scholarship).

2.2 State law allows each state institution of higher education to grant tuition waivers totaling no more than ten percent (10%) of the value of tuition and fees assessed for all FTE undergraduate students registered during the previous fall semester. By adoption of this policy, the Glenville State College Board of Governors adopts the statutory value.

2.2.1 It is recognized that the college may choose to award a substantial portion of awards under this section 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 priority consideration in the awarding of scholarships to students with demonstrated financial need. A tuition assistance award shall be granted to each year’s statewide winner of the Veterans of Foreign Wars Voice of Democracy competition and the American Legion High School Oratorical competition.

2.2.2 Fee waivers must be granted in accord with any applicable provisions in West Virginia State Code, including to students in special categories identified in West Virginia Code (e.g. children of certain law enforcement officers and fire fighters 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.

2.2.3 Pursuant to the statute, no student under this section may hold an undergraduate tuition assistance award for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for scholarship purposes. Awards under this section will cover a portion of tuition and fees.

2.3 Tuition waivers also give means of providing an additional incentive for the recruitment and retention of qualified employees. Waivers are also considered a part of training and development designed to enhance the professional level and effectiveness of the employee in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments. Waivers for qualifying faculty, staff, spouses and dependents shall be above the ten percent (10%) allotment authorized by the Glenville State College Board of Governors in 44.2.2 of this policy.

2.3.1 Eligibility Criteria

2.3.1.1 Eligible employee is any faculty member, classified employee, or non-classified employee who is employed for 0.53 FTE or greater and who is eligible to enroll for PEIA health insurance. The eligible employee must have been employed at Glenville State College for a minimum of one year prior to the beginning of the semester in which he/she seeks to enroll. Classified staff must also no longer be in their probationary period. Positions classified as temporary or part-time are not considered to be eligible for waivers.

2.3.1.2 An eligible dependent is defined as the biological, legally adopted, stepchild or legal ward of an eligible employee. A dependent is any person listed as a dependent on the Federal Tax Return for the preceding calendar year. Employees will be asked to provide documentation verifying such.

2.3.1.3 An eligible spouse is defined as the legal wife or husband of an eligible employee. Spouse will be verified by marriage certificate that conforms to WV state marriage laws.

2.3.2 Limitations

2.3.2.1 The course load for which an eligible employee may receive a waiver is limited to one course per semester during their regular work day and requires written approval from the appropriate Vice President prior to enrolling. Time spent in the classroom is not compensated and shall not interfere with the unit's operation or require other employees to cover job duties. Employees must make arrangements to make up missed work time with their immediate supervisor. Full-time regular classified employees can apply for release time using the appropriate HR form. Release time must be approved by the appropriate Vice President and may not exceed one release per departmental unit per semester. Waivers for courses taken not during work hours may not exceed six (6) hours/semester. Work day for faculty is defined as scheduled classes and office hours.

2.3.2.2 A dependent shall be eligible for tuition waivers as a full-time or part-time student provided the dependent does not exceed twenty-five (25) years of age prior to the beginning of the semester for which the waiver is requested. Dependents must meet the College's academic general admission standards and must maintain a minimum of a 2.0 GPA for each semester as well as Satisfactory Academic Progress for financial aid. Dependents that are on academic or social probation will not be eligible for waivers.

2.3.2.3 An eligible employee must have been employed for a minimum of one (1) year prior to requesting tuition waivers for spouse, dependent, and/or himself/herself and must maintain his/her employment during the period of the dependent's or spouse's enrollment. At any such time that employment ceases before a semester is completed tuition will be pro-rated and collected for all courses taken by the spouse or dependent; except that if employment ceases due to health related retirement, death or total disability, then tuition waivers will be carried out for the current semester.

2.3.2.4 No eligible spouse or dependent may hold an undergraduate tuition waiver for more than eight (8) semesters, either consecutive or non-consecutive. Employees are limited to a total of one-hundred-thirty (130) hours and have no limits on the number of semesters, either consecutive or non-consecutive.

2.3.3 Awarding of Waivers

2.3.3.1 Tuition waivers will cover all tuition fees for eligible employees. Mandatory tuition and fees are covered for spouses and dependents, but special fees such as web-based course fees, course specific fees, technology fees or lab fees will not be covered under the waivers. Waivers will not apply to room and board charges or textbooks.

2.3.3.2 Financial aid assistance, in the form of scholarships and/or grants, will be applied to the student's account prior to any waiver being granted. In no case will the amount of the waiver exceed the total balance due on the bill for any semester. Waivers will not cover any additional state mandated costs associated for a non-resident student above the fee for a WV resident.

2.3.3.3 Glenville State College will first accommodate the registration requests of its paying students. Enrollment will then be approved first for employees, and then both spouses and dependents, based on available space.

2.3.3.4 Glenville State College will award waivers defined for employees. The college will contribute six (6) full time waivers for the fall semester and six (6) full time waivers for the spring semester, to be distributed for eligible dependents and spouses. A full time waiver is defined as twelve (12) hours. A full time waiver can be split between eligible dependents and spouses, if they are not full time students. If there are more eligible waiver requests than waiver hours available in a given semester, the waivers shall be distributed proportionately. Waivers will be apportioned by the President based upon recommendations of the appropriate Vice President.

2.3.3.5 No waiver, if granted, is guaranteed for following semester(s). For each semester the same process of granting waivers will be followed.

2.3.4 Application Procedures

2.3.4.1 All employees, spouses, and dependents must complete and submit the Free Application for Federal Student Aid (FAFSA) for the applicable academic year by March 1. All applicants must complete an application for Glenville State College through the Admissions Office.

2.3.4.2 A Petition for Waiver of Tuition and Fees application must be completed by the designated deadlines. Applications are due in the Human Resources Office by July 15th for the fall semester, November 30th for the spring semester and April 15th for summer terms.

2.3.4.3 Registration for classes will be by regular enrollment procedures.

44.3 Reporting

3.1 The Scholarship Committee will submit a report on the awards to the President by May 30th of each year.

3.1.1 Each award recipient should be listed and a permanent hometown address provided. Both new and renewal recipients must be included.

3.1.2 Each award recipient should be listed within the single category which reflects the primary reason a tuition assistance award was granted.

3.2 The President will submit the awards report received from the Scholarship Committee to the Board of Governors by June 30th of each year. The awarding of undergraduate fee waivers shall be entered in the minutes of the meetings of the governing board.