Tuition Waiver Policy

POLICY: Tuition Waiver			
POLICY NUMBER:	700.19.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	8/11/2020		
EFFECTIVE DATE:	8/11/2020	**REVIEW DATE:**	August 2020
REFERENCES: Employee Cultural Competency Policy, Employee Handbook, Federal Student Aid Handbook			

Part 1. Policy Background and Purpose.
WETCC offers tuition waivers for coursework in a non-traditional path to college. This policy also encourages the study of the Anishinaabeg worldview and history to improve cultural knowledge for students, staff and community members.

Part 2. Definitions.
Waiver - defined as a relief from an obligation to pay tuition, fees, or institutional charges.

Elder Waiver - defined as a wavier to individuals 55 years of age or older.

Cultural Waiver - defined by the content of the course enrolled. See Part 5 for course listing.

Employee Waiver - defined as a waiver to a part-time or full-time employee, including faculty and adjunct staff

Part 3. Responsibility.
The Academic Dean is responsible to oversee the waiver process and usage on a semester basis.

The Registrar is responsible for retaining all waiver documents per semester.

Finance Department is responsible to apply credit on the account for tuition and/or fees as applicable.

WETCC employees seeking a Tuition Waiver are responsible to seek supervisory approval in advance if the class will coincide with work time or if a schedule adjustment is needed.

Part 4. Policy
- WETCC reserves the right to deny any waiver if it impacts registered students, such as class size.
- Waivers must be requested and approved prior to the first day of class each semester. See the academic calendar for specific dates.
- Degree seeking students must complete the Free Application for Federal Student Aid (FAFSA) and all Federal Student Aid must be applied to tuition, fees and books.

- All student financial aid must be applied to the student account before the Finance Department will apply a credit on the account for tuition and fees.
- Students must have satisfied all outstanding financial obligations prior to receiving the waiver.
- Waivers may not be applied to a student's account if there are any current registration holds (if a hold exists, a waiver may be subject to approval and considered on an individual basis). Financial aid recipients are not eligible to use a waiver in lieu of financial aid.

Subpart A. Cultural Waiver
Cultural waivers allow an individual to enroll in one cultural course per semester with no charge for tuition. A student receiving a Cultural Waiver will pay for any fees and book costs associated with the course. A listing of eligible courses for the Cultural waiver is determined by the Cultural Coordinator and Academic Dean. List is subject to change each semester. Eligible course list will be kept in the Registrars' Office.

Subpart B. Elder Waiver
Elder waivers allow students 55 years of age or older to enroll in one course per semester with no charge for tuition. This waiver also covers books and fees to honor elders.

Subpart C. Employee Waiver
Employee waiver allows for any employee of WETCC to enroll in one course per semester with no charge for tuition. A student receiving an Employee Tuition Waiver will pay lab fees. Books will be borrowed to the employee unless otherwise noted.

Part 5. Non-Degree Seeking Students

Waiver students who are not degree seeking will be classified as “Waiver” in the student management system and may be counted as a “student” for external reporting purposes.