

TUITION & FEE WAIVER GUIDELINES

These guidelines are for instructional departments to request waiving tuition and /or institutional fees (Technology/Resource or Transportation Fees) on Credit or Noncredit classes.

Tuition	<u>Free</u>	<u>Free</u>	<u>Free</u>	<u>Free</u>
Tech/Resource Fee	<u>Free</u>	Charged	Charged	<u>Free</u>
Transportation	<u>Free</u>	Charged	<u>Free</u>	<u>Free</u>
Department Fee	<u>Free</u>	Charged	Charged	Charged

Credit	Form needed	Form needed	Form needed	Not allowed

Non-Credit	No Form needed	No Form needed	Form needed	Not allowed

NOTE: Any category that is not listed above requires a special discussion with the Office or Academic and Student Affairs (ASA).

If the instructional department is requesting waiver of tuition and/or fees for more than one term in the academic year, the form must contain information for the current term's sections. If approved, subsequent terms in the academic year do not require a form to be submitted but the CRNs, subject codes, course numbers, and course titles for each sections must be sent to Darlene Baker in Enrollment Services via email. Please copy Julie Skidgel on the email.

Electronic copies of these guidelines and the updated waiver request form are available on the ASA website at: http://www.lanec.edu/sites/default/files/asa/resources/oasa.fee_waiver_for_tuition_free_classes-guidelines.pdf

Complete forms should be sent by campus mail to ASA.

Credit classes:

Fill out the waiver request form and send it to the Office of Academic and Student Affairs (ASA)

Existing section built before Advance Registration opens:

The deadline to turn in the form is three weeks before Advance Registration starts for the term you want the tuition or fee waiver to be implemented. This gives three weeks from submission to ASA to Enrollment Services implementation.

New section added after Advance Registration opens:

The form must be turned into ASA at least one week before students are expected to register in the class section.

New class:

The class must be approved by the Curriculum Approval Committee (CAC). Unfortunately, the timing on this does not always coordinate well with the start of Advance Registration, so no exact deadline exists for this circumstance. The form must

be turned into ASA at least one week before students are expected to register in the class section.

If the Tuition & Fee Waiver Request is approved by ASA and a tuition or fee change is made to the class, then it can be opened for registration to students. Students should not register before the waiver request is approved. ASA will keep the original request, a copy is sent to Enrollment Services, and a copy is sent back to the department making the request. The department will be notified by email when the change has been made.

If the request is not approved, the original form will be returned to the requesting department.

Non-credit classes:

Three weeks before Advance Registration starts does not fit with the wide variety of how classes are offered in the non-credit areas. Community needs and instructor availability can happen at any time during the 'term'. Therefore, the timeline is one week before students are expected to register.

Classes that do not require a form:

Email Jenette Kane in Continuing Education. Include the CRN, subject code, course number, course title, and whether you want the class to be a totally free non-credit class **or** a non-credit class with only tuition waived (institutional and departmental fees charged). Make sure you include in your email whether there are departmental fees or not.

After a tuition or fee change(s) is made to the class, only then the class can be opened for registration by students. Students should not register before the tuition or fee waiver is implemented.

The department will be notified by email when the change has been made.

Classes that require a form:

Fill out the Tuition & Fee Waiver Request Form and send it to the Office of Academic and Student Affairs (ASA).

If the class is approved for a Tuition or Fee Waiver by ASA, the tuition or fee change is made to the class and only then it can be opened for registration by students. Students should not register before the tuition or fee waiver is implemented. ASA will keep the original request, a copy will be sent to Enrollment Services, and a copy will be sent back to the department making the request. The department will be notified by email when the change has been made.

If the request is not approved, the original form will be returned to the requesting department.