



ADMINISTRATIVE PROCEDURE

TITLE: Tuition Waiver

ADMINISTRATIVE PROCEDURE # 5135 *(was 710.06)*

RELATED TO POLICY # TUITION WAIVER 5135

A. Categories of Tuition Waivers

1. Merit tuition waivers for distinguished service to the college. These include athletics, student leadership, student ambassadors, The Mainstream student newspaper, and fine and performing arts.
2. Program-specific tuition waivers for participation in a college program or as a community service. These include GED/Adult High School Diploma (AHSD), Student Support Services (SSS)/Transfer Opportunity Program (TOP), Upward Bound (UB), and Educational Talent Search (ETS), UCC Scholars, community partner awards, and state-mandated waivers.
3. Employee and dependents tuition waivers as described in bargaining agreements for faculty and classified employees and in Board Policy 7131 (was 322) for administrative employees.

B. General Terms and Conditions for all Waivers

1. The number and availability of tuition waivers for any type of award is determined by senior administrators contingent on funding availability as part of the budget planning process every year.
2. A student may receive only one tuition waiver per term. The waiver covers only tuition for credit classes taken during the approved term and has no cash value. Unused portions will be forfeited for further use and cannot be exchanged, refunded, or transferred. The student is responsible for all fees and textbooks.
3. An application with original signatures must be submitted by the deadline established by the program and no later than the Friday of the first week of the term. A late application will be processed the following term. The student must have a minimum of a 2.0 GPA to be awarded a tuition waiver. Some programs may have higher GPA requirements.

4. The student must be registered for any required courses designated on the waiver and meet all program requirements. The student may be required to repay the waiver if these requirements are not fulfilled.
5. Any exceptions to the tuition waiver procedure are approved by the President or designee.

C. Merit Waiver Terms and Conditions: Merit Waivers are awarded to students who demonstrate a specific athletic ability, skill set or talent, leadership capabilities and academic promise. Recipients of merit waivers are required to serve the college in a notable capacity as listed below.

1. *Athletics:* A tuition waiver may be granted to a student-athlete. The student-athlete must be enrolled full-time with a 2.0 term/cumulative GPA. The student-athlete must fulfill all program and course requirements as outlined in Department of Athletic guidelines. Athletic waivers will be awarded in compliance with all Federal, State, NWAC and other applicable rules and regulations. The authorizing party is the Director of Athletics.
2. *ASUCC Student Leadership:* A maximum of 12 credits/term may be granted to a ASUCC Leadership Team officer. The student-leader must be enrolled in, maintain, and earn a minimum of nine credits with a 2.5 term/cumulative GPA and fulfill the responsibilities of the student leadership role. The authorizing party is the Director of Student Life and Campus Engagement.
3. *Student Ambassadors:* A maximum of 12 credits/term may be granted to a Student Ambassador. The ambassador must be enrolled in, maintain, and earn a minimum of twelve credits with a 3.0 cumulative GPA and fulfill the responsibilities of the position. The authorizing party is the Director of Student Life and Campus Engagement.
4. *The Mainstream:* A maximum of 12 credits/term may be granted to The Mainstream student staff. The student must be enrolled in, maintain, and earn a minimum of twelve credits with a 2.0 term/cumulative GPA and fulfill the responsibilities of the position. The authorizing party is The Mainstream faculty advisor.
5. *Fine and Performing Arts:* A maximum of 12 credits/term may be granted to a student in the Fine and Performing Arts department. The student must be enrolled full-time with a 2.0 term/cumulative GPA and fulfill the responsibilities of the program. The authorizing parties are the full-time faculty in the following departments: music, theater, and fine arts.

D. Program Specific Terms and Conditions:

1. *Adult Basic Skills (ABS)*: Up to 12 credits may be awarded to a GED/AHSD student at any ABS site and Wolf Creek Job Corps under one of the following programs:
 - a. *Concurrent Enrollment (CE)*: A second and/or third term participant, approved based on program eligibility. The credits may be spread out over more than one term, and remaining credits must be used within one year after the GED completion date.
 - b. *Upon Graduation*: A GED or Adult High School Diploma (AHSD) graduate who has completed at least 60 hours of instruction in an ABS program. The tuition waiver must be used within one year of completing the GED Certificate or AHSD.
 - c. *FYE100* is required for both programs, unless waived by the authorizing party, who is the Director of Adult Education and Transitions.
2. *Educational Talent Search (ETS)*: A one-time 7-credit tuition waiver may be granted to an active participant of ETS who is also a recent high school graduate. The waiver must be used either summer or fall term immediately following high school graduation and program completion. The authorizing party is the Director of ETS/UB.
3. *Upward Bound (UB)*: A one-time 12-credit tuition waiver may be granted to an active participant of UB who is also a recent high school graduate. The waiver must be used either summer or fall term immediately following high school graduation and program completion. The authorizing party is the Director of ETS/UB.
4. *UCC Scholars*: A 12-credit/term tuition waiver may be granted to a student approved to participate in the UCC Scholars Program. The participant must meet all the criteria outlined in the UCC Scholars Program participation agreement. The authorizing party is the Director for Student Life and Campus Engagement.
5. *Community Partners*
 - a. *ADAPT-RSAT*: Up to 12 credits may be granted to a participant of the ADAPT-RSAT program who has successfully passed the following program courses with a grade of C or higher: CJ 243, HS 205, and SOC 225. The tuition waiver must be used within six months of program completion, and the student must sign up for FYE 100 as part of the 12 credits. Failure to register and enroll in this course will be considered grounds for revoking the tuition waiver, and the student shall bear all financial responsibility of the cost of tuition.
 - b. *Project HOPE*: Up to 12 credits may be granted to a graduate of Project HOPE who has successfully completed Program Phases I, II, III, & IV. The tuition waiver must be used within six months of graduating from Project HOPE, and

the student must sign up for FYE 100 as part of the 12 credits. Failure to register and enroll in this course will be considered grounds for revoking the tuition waiver, and the student shall bear all financial responsibility of the cost of tuition. The authorizing party is a judge for the 16th Judicial District in Douglas County.

- c. Performing One Act: Up to 12 credits each for fall, winter, and spring terms may be granted, to be used immediately following high school graduation.
6. *Veterans' Dependents*: Covered under UCC Policy 5136, this state mandated waiver is for dependents of veterans who are 100% service connected disabled. The waiver is applied after scholarships, other tuition waivers, and federal aid with the exception of loans.
7. *Other*: Other tuition waivers may be added at the discretion of the President.

E. Employees and Dependents

Employees and their dependents may be eligible for tuition waivers as described in Board Policy 7131 (was 322) for administrative personnel and non-represented part-time employees, and in the respective bargaining agreements for faculty, part-time faculty, and classified staff. Employee tuition waiver forms can be found on the UCC staff webpage, The Nest, under the Resources tab.

RESPONSIBILITY:

The Chief Financial Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2024-2025
DATE OF ADOPTION: 4/3/2018
DATE(S) OF REVISION: 6/7/2023 by CC
DATE(S) OF PRIOR REVIEW: