

| | |
|-------------------------------|-------------------------------------|
| Policy Name: | Hardship Waiver of Tuition and Fees |
| Policy Number: | SCL.111 |
| Effective Date: | July 01, 2010 |
| Date of Last Revision: | August 24, 2011 |
| Functional Area: | Student Affairs |

Hardship Waivers of Tuition and Fees

Scope

South Central Louisiana Technical College (SCL) has implemented the Hardship Waiver of Tuition and Fees to address the cases of financial need to be applied to tuition and fees and increases when specified by Legislation, including the Academic Excellence Fee and the Operational Fee.

Definitions/General Guidelines

- ◆ Tuition or tuition and fees as used in this policy shall include tuition and all exemptible mandatory fees i.e. Academic Excellence and Operational Fee.
- ◆ Waivers will apply to “increases” in tuition or tuition and fees resulting from a legislative act or regulatory mandate. Hardship waivers are not considered for full amounts of tuition or tuition and fees.
- ◆ Waivers allocated from the College’s budget are available only to Louisiana residents.
- ◆ No student can receive more than one fee waiver during any semester (including SGA).

Criteria for Eligibility for Tuition and Fee Increase Waiver

- ◆ The determination of need will be based on the income and need tables or indexes as established by the federal financial aid assessment process, state residency, and academic eligibility for financial aid. Consideration for a waiver may be given to students who are able to document extenuating circumstances that preclude them from receiving financial assistance.
- ◆ Criteria for eligibility for the tuition increase waiver will include students who apply and whose tuition and fees are not covered, or covered fully, by another source of financial assistance such as Pell, TOPS, or other grants in order of greatest need.
- ◆ The Campus Administrator (or designee) or Regional Director (or designee) may grant tuition and fees increase waivers to a student.
- ◆ Waivers may be granted on a one-semester basis; but, the waiver may be continued at the Regional Director’s discretion at the conclusion of one successful semester of course work.
- ◆ Tuition waivers may be granted to students when instructors are paid from an outside source such as grants, business and industry sponsor, etc.
- ◆ Other reasons for granting waivers should be documented to ensure equitable access and awarding of waivers.

Procedures for Requesting a Waiver for Tuition and Fees Increase

1. Student completes Hardship Waiver Application (SCL.111A) and submits the application along with supporting documentation to the Financial Aid Counselor (FAC) at the respective SCL campus.
2. Financial Aid Counselor certifies the need for financial assistance by signing the Hardship Application in the space provided for Financial Aid Counselor. The FAC forwards application and documentation to the Campus Administrator (or designee) for review and approval. *NOTE: If FAC is unable to determine financial assistance eligibility, the FAC should check “NO” and write the reason why financial assistance eligibility could not be determine. The Campus Administrator (or designee) must approve the waiver request without an identified source of financial assistance.
3. If approved, the Campus Administrator (or designee) notifies the student of the approval and submits signed application to the Office of Student Affairs.
4. The Student Affairs Director (or designee) attaches the approval to the student’s tuition and fee schedule and forwards to the Administrative Office for processing.
5. If waiver is not approved, Campus Administrator (or designee) notifies student of denial.