



Policy & Procedure No. 5.021
Nunez Community College

Title: Hardship Waivers of Tuition and Fees

Effective Date: 02-22-2019

Last Revision Date: 01-17-2019

Cancellation:

Department/Office: Business Affairs

Hardship Waivers of Tuition and Fees

PURPOSE

To address 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.

SCOPE

This policy applies to students deemed eligible to receive waivers through determination of needs criteria.

POLICY

Nunez Community College requires a determination of financial need, as defined by the US Department of Education for financial aid programs. The student will be eligible for a waiver equal to the amount of the unmet need that is less than or equal to the entire Operational Fee or Academic Excellence Fee, or any other tuition and fee increase. Students may apply for the waiver by having the determination of financial need completed as part of the federal financial aid process and by completing a standard tuition waiver form describing, in detail, the hardship.

Criteria for Eligibility for Tuition and Fee Increase Fee Waivers

- 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.
- 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 Pell, TOPS or other grants in order of greatest need.**



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- Nunez Community College will establish its own process for application deadlines and for determination of eligibility for waivers.
- Nunez will post the process for application for Hardship Waivers on its website.

Process/Procedure for Application

1. Apply for FAFSA, if amount awarded is not sufficient, then Step 2.
2. Apply in Bursar with required supporting documentation
3. College committee determines eligibility and amount of award based on additional fees

Review Process: Provide/edit example table below to document review process and all reviewing entities

| X | Reviewing Council/Entity | Review Date | Effective Date |
|----------|---------------------------------|--------------------|-----------------------|
| X | Business Affairs | 01-17-2019 | 02-22-2019 |
| X | College Compliance Committee | 01-17-2019 | 02-22-2019 |
| | Chancellor’s Council | 02-22-2019 | 02-22-2019 |

Policy Referenced: LCTCS Policy #5.021, Hardship Waivers of Tuition and Fees

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Chancellor’s Signature/Approval

SIGNATURE: _____

DATE: _____

Tina M. Tinney, Ed.D.
Chancellor