



Hardship Waiver of Tuition and Fees Policy

South Louisiana Community College provides continuing students who face a financial hardship caused by an increase in tuition and fees, including the Academic Excellence and Operational fees, the opportunity to appeal for a waiver of the increase. The waiver, if approved, will reduce the students' cost by the amount of the increase for a single semester in which they were subject to an increase over the prior year's rate.

To apply for a hardship waiver, a student must meet all of the following eligibility criteria:

- Have continuing student status, meaning have attended a semester in the prior year and paid tuition and fee charges at that year's rate.
- Be registered as a full-time student for the semester of the application.
- Have fully satisfied all prior balances on his or her student account.
- Be a Louisiana resident as defined by the College's residency requirements.
- Have completed the appropriate year's FAFSA and be considered to be achieving satisfactory academic progress necessary to maintain financial aid eligibility.
- Have unmet need for the amount of direct costs, after applying for and accepting all types of financial aid awarded, including funds from third party sources and other waivers or exemptions.

The waiver application/approval procedures established will include the following:

- Student must submit a waiver application, with sufficient documentation detailing the circumstances of the hardship, a minimum of one week prior to tuition due date of the semester of application, to the Vice Chancellor for Student Services.
- A decision on the application for hardship waiver will be made by the Vice Chancellor for Student Services, or his or her designee, and will be considered final. Students who wish to appeal a determination or sanction beyond the College may do so by submitting a written request for appeal to the Board of Supervisors of the Louisiana Community and Technical College System. Requests for appeal to the LCTCS Board must be made within thirty calendar days of the date of the decision made at the College.
- The process for application for hardship waiver will be posted on the College's website in accordance with LCTCS policy.

Instructions:

If you meet the requirements listed above, please complete all sections of this form. Submit the completed form to the Financial Aid Office a minimum of one week prior to the payment deadline as published for the semester or summer session in which the waiver is requested. You must have completed payment for all the remaining tuition and fees prior to the fee payment deadline. Notification of eligibility and amounts will be made via your SLCC email account. If this waiver is approved, the amount would relate to the official approved tuition increase and the academic excellence and operational fees for the semester or summer session for which you are applying. Another waiver application must be filed for subsequent hardship cases in subsequent semesters/sessions.

Name: _____
Last Name First Name Middle Initial

LoLA ID#: _____ Date of Birth: _____ Phone: _____

Semester/Session for which a waiver is requested: (Circle one and indicate year)

Fall Spring Summer Year: _____

List in detail the hardship (documentable event which prohibits you from paying the additional tuition increase or mandatory fee amounts) for the semester or summer session indicated. Use an additional sheet(s) if necessary. Please provide and attach supporting documentation, to the completed form and submit to the Financial Aid Office.

By signing below, I certify that all the information presented is accurate and correct, and I believe that I meet all of the above criteria for the Tuition/ Fee Waiver.

Signature

Date