

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 5.025**

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**Title: TUITION DISCOUNTS AND WAIVERS**

**(Note: to supersede LCTCS Policy # I.2.009, *Guidelines for Scholarships Using State Funds*)**

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Authority: Board Action

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Last Revision: Initial

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This policy is in accordance with the *Louisiana Postsecondary Education Tuition and Fee Policy, Tuition Discounts and Waivers*, adopted by the Board of Regents on April 28, 2005, as follows: ***Charging lower tuition rates to graduate students serving as graduate or research assistants, as well as certain nonresident undergraduates recruited for their special talents, including academic, performing arts and athletic abilities, has long been a common practice at universities across the nation. In order to improve Louisiana's competitiveness in recruiting qualified and desirable undergraduate and graduate students from both in-state and out-of-state, system management boards are authorized to adopt tuition discounting and waiver policies consistent with the desired student body profile of its campuses and the Master Plan for Postsecondary Education. These policies should be judicious in order to minimize loss of income.***

LCTCS colleges are authorized to charge lower rates to students recruited for the special talents, including academic, performing arts and athletic abilities subject to the guidelines set forth below. **Tuition discounting and waivers must be consistent with the desired student body profile of the campus and the Master Plan for Postsecondary Education. These waivers should be judicious in order to minimize the loss of income.**

Before allowing fee waivers or discounts, each college or campus must develop procedures and criteria by type of waiver and forward a copy to the Office of the System President for review and reference. All waivers and discounts must be properly documented and easily auditable.

*Definitions*

1. "Tuition" or "tuition and fees" as used in this policy shall include tuition and all mandatory fees.
2. "Waivers" as used in this policy are exemptions of a portion, or all of the tuition and mandatory fees assessed by the institution to the student. These waivers or discounts generally reduce revenue that would otherwise be due to the institution.
3. "Scholarships" are not addressed in this policy because they refer to tuition, fees and other student costs paid to the student, or on behalf of a student, by a third-party or third-party entity such as federal, external grants or private sources. Scholarships do not generally reduce revenue due to the institution.

Funds allocated by LCTCS institutions for student waivers and exemptions will be granted and distributed using the following guidelines:

1. All waivers and discounts must be properly documented, easily auditable, and reflected within the College's financial system. Tuition waivers or fee discounts should be recorded as tuition revenue with an equal off-set to the allowance account per the requirements of GASB 34.
2. Waivers and discounts allocated from the College's budget are available primarily for Louisiana residents. Non-resident students are eligible only as specifically indicated.
3. With the exception of TOPS Scholarships, no students may receive more than one fee waiver funded with state funds (including SGA waivers) during any semester.
4. No waiver can exceed the amount of tuition and mandatory fees incurred by the student.
5. All waivers, as noted below, must be approved by a college waiver committee; waivers requiring subject matter expertise may be recommended to the committee by the appropriate faculty or staff member of the College.
6. The appropriate campus office, such as the Office of Scholarships or Office of Student Financial Assistance, will oversee the actual granting of all waivers and discounts to students, including Chancellor's waivers. Complete documentation must be available for each waiver in the appropriate campus office within the student's financial aid file.
7. Annually, each college must submit for review by the Board: 1) number of budgeted waivers and discounts by type of waiver for the current fiscal year and 2) actual dollars waived and number of waivers and discounts, by type of waiver, and 3) a grand total in waiver dollar values for the most recent fiscal year ending June 30. This report will be submitted to the Board under separate cover, at the same time the budgets are submitted each year.

Each college may grant the following waivers based upon available funds:

### **Academic, Honors, and Leadership Waivers**

#### *Adult Students (out of high school 5 of more years)*

Each institution may grant waivers to adult students who show promise of outstanding performance. These waivers may be granted to full or part-time beginning students who have been out of high school for five years. The recipient must demonstrate outstanding performance on-the-job or at the last educational institution attended. A written recommendation from the student's employer, a community leader, or faculty member who has taught the student recently must also be required by the college.

#### *Continuing Students*

Each institution may grant waivers to continuing college students with an average G.P.A. of 3.0 or greater on a 4.0 scale.

### *First Time Freshmen*

Each institution may grant waivers to high school graduates who have demonstrated strong academic records consisting of the following: 1.) G.P.A.'s of 2.5 or greater on a 4.0 scale, and 2.) the recommendation of two high school faculty members who have taught the student as a part of his or her high school experience. Consideration of these waivers should be given to students who have demonstrated strong student leadership (i.e. student government leaders, yearbook/newspaper editors, etc.).

### *Student Government Association Waivers*

Waivers of in-state tuition, exclusive of student self-assessed fees, may be granted to the four highest-ranking (president, vice-president, secretary, treasurer) SGA officers not to exceed the cost of four full-time equivalent students. The waiver of tuition may remain in effect for the duration of the respective terms of office. Out-of-state tuition may be waived for the SGA president only. Institutions with more than one SGA, or with SGA's on different campuses, may allow up to the equivalent of four full-time waivers per campus SGA.

### **Concurrent Enrollments: Cross Enrollment and Dual Enrollment Waivers or Discounts**

Each institution may provide waivers for students who may be enrolled in circumstances of Concurrent Enrollment: Cross Enrolled or Dually Enrolled.

Until such time as statewide agreements regarding uniform financial transactions can be uniformly established across all of Louisiana Higher Education, each college is cautioned that these Cross and Dual Enrollment Waiver Agreements should be carefully drafted in accordance with BOR Academic Policy, the Board of Regents Master Plan for Postsecondary Education, and they must be revenue neutral for the college.

### **Intercollegiate Athletics Waivers**

#### *Athletic Waivers*

Each college participating in intercollegiate athletics may grant waivers to team participants accounting to the National Junior College Athletic Association limited on number and value of waivers.

No more than 50 percent of athletic waivers (based upon FTE) may be granted to out-of-state students. Out-of-state waivers in excess of this number may be granted if funds are from sources other than State appropriated or tuition funds.

In accordance with Louisiana R. S. 17:1791, no student in any state college of university, who is granted an athletic waiver at such institution and who is not of this state, shall be assessed, charged, or required to pay any tuition or fees in any amount in excess of that which is assessed and charged to students who are residents of this state.

## **Out-of-State Waivers**

### *Gifted and Talented Students*

In order to continue to improve Louisiana's competitiveness in recruiting highly-motivated, gifted and talented students and workers, waivers for highly qualified out-of-state students (G.P.A. of 3.0, ACT of 19.5 and three written faculty recommendations) may be granted. Waivers must be limited to students whom the college has specifically recruited for their special talents (i.e. including academic, performing arts, and/ or athletic abilities). College-wide criteria must be established, advertised and uniformly implemented in the granting of these waivers.

### **Chancellor Waivers**

Chancellors may grant tuition waivers to a limited number of students. Consideration for such a waiver should be given to students with extenuating circumstances that preclude them from receiving other financial assistance. A uniform application process is required. Waivers may be granted on a one-semester basis; but, the waiver may be continued at the chancellor's discretion at the conclusion of one successful semester of course work. Reasons for granting these waivers must be documented in the student's financial aid file. Chancellor waivers are limited to 1/10<sup>th</sup> of one percent of the official Board of Regents headcount based upon the previous Fiscal Year as officially posted.