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Applies To: Colleges
Procedure Responsibility: Office of Budget and Financial Planning

Waiver of Tuition and Fees

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Section 7.2.1 – General

Tuition and fees for students taking courses at a KCTCS college can be waived (expensed to the college) provided the student meets the specific enrollment criteria for the academic program requested. A variety of waivers are available within KCTCS. Each student is eligible to receive only one waiver. If the student meets the criteria for more than one waiver, the waiver that provides the greatest benefit to the student shall be applied. Waivers for tuition and fees fall into two budgetary categories – Statutory (State Mandated) or Institutionally Sponsored waivers. The expenditure class codes for budgeting the expense associated with waiving of tuition and fees are as follows: State Mandated – 80072; Non-Credit Community and Economic Development – 80077; and, Enrollment Management – 80080. The appropriation level budgetary expense category is A575 with the organization budget expense code of 51500 and the actual expense account code the same - 51500. Documentation for waiving tuition and fees must be retained for audit purposes.

If not budgeted correctly, tuition and fee waivers can negatively affect a college's operating budget. Examples: 1) where the expense of offering an additional course(s) results in insufficient offsetting "cash revenue," and 2), in instances where the original amount budgeted for waivers (as an expense) is exceeded without realization of additional offsetting revenue and/or budget to increase the waiver expense.

Section 7.2.2 – Types of Waivers

I. Statutory (State Mandated) Waivers are as follows:

a. Postsecondary and State or Locally operated Secondary Area Technology Center Waiver — KRS 164.020(32) Any regular full-time employee of a public postsecondary education institution, state or locally operated secondary area technology center may take 6 credit hours per term at any public postsecondary education institution. The waiver is for tuition only. The six (6) credit hour limit is cumulative for public postsecondary education institutions, e.g. an employee cannot take three (3) credit hours at one college and four (4) credit hours at another college, without paying for the one additional hour. Verification of employment is required.

b. Senior Citizens - Kentucky residents 65 years of age or older. (KRS 164.284) are eligible to have tuition and mandatory fees waived. In the event classes are full, or granting free admission requires additional classes to be offered, the institution may deny admission. Documentation must include proof of age and Kentucky residency.

c. Survivors of Kentucky Law Enforcement Officers, Firefighters, or Volunteer Firefighters Killed in Action - (KRS 164.2841) - The children or unmarried spouse of a police officer, firefighter, or volunteer firefighter killed in the line of duty shall not be required to pay any matriculation fees or tuition upon admission to any state supported public postsecondary education institution. The student must be a biological or legally adopted child (stepchildren are excluded) whose parent – or non-remarried widow or widower whose spouse – was a resident of Kentucky upon becoming a law enforcement officer, firefighter, or volunteer firefighter and was killed in active service or who died as a result of a service connected disability. These provisions apply to any firefighter or volunteer firefighter who is killed or dies on or after July 1, 1989. The waiver is lifetime and covers matriculation fees and tuition only. In order to obtain the benefits, the parent-child relationship shall be shown by birth certificate, adoption papers, or other documentary evidence. The spousal relationship shall be shown by a marriage certificate or other documentary evidence. The parent's or spouse's service and the cause of death shall be evidenced by certification from the records of the Kentucky Justice and Public Safety Cabinet, the appropriate city or county law enforcement agency which employed the deceased, the administrative agency for the fire department or fire protection district recognized for funding under KRS 95A.262, or the administrative agency having jurisdiction over any paid firefighters of all counties and cities of all classes.

d. Dependents of Disabled Kentucky Law Enforcement Officers, Firefighters, or Volunteer Firefighters – Dependents (children over the age of 17 and under the age of 23 or unmarried spouse) of Kentucky law enforcement

officers permanently and totally disabled while in the line of duty are eligible to have all matriculation fees, if applicable and their tuition waived at any public postsecondary education institution. (KRS 164.2842) The student must be a biological or legally adopted child (stepchildren are excluded) whose parent – or non-remarried widow or widower whose spouse – was a resident of Kentucky upon becoming a law enforcement officer, firefighter, or volunteer firefighter and suffered permanent and total disability during service. These provisions apply to any firefighter or volunteer firefighter who is killed or dies on or after July 1, 1989.

Additionally, a living law enforcement officer, firefighter, or volunteer firefighter must be officially rated permanently and totally disabled for pension purposes or 100 percent disabled for compensation purposes by the Kentucky Justice and Public Safety Cabinet, the appropriate city or county law enforcement agency which employed the disabled, the administrative agency for the fire department or fire protection district recognized for funding under KRS 95A.262. Tuition is waived (1) until the child reaches age 23 (no age restrictions for spouse with lifetime guarantee of free tuition) or (2) for a maximum of 36 months. Required documentation includes: a copy of the birth certificate for the child of the disabled/deceased; a copy of the marriage certificate for the surviving unmarried spouse; and/or other documentary evidence such as fire or police department confirmation. The marriage of an eligible child shall not serve to deny full entitlement of this benefit.

If admitted, and the student also obtains another scholarship, from whatever source, the amount of the waiver shall be applied to the credit of the applicant in the payment of incidental expenses of his/her attendance at the institution, and any balance, if the terms of the scholarship permit, shall be returned to the applicant.

e. Volunteer Firefighters (FRT Courses) – Volunteer firefighters taking credit and/or noncredit fire/rescue training courses (courses coded FRT) offered at a KCTCS technical college are assessed at $0.00 and therefore waived. Fire science courses (courses coded FRS) are not included within this waiver authorization and are assessed according to approved tuition rates.

f. Supervising Teachers and Resource Teachers (KRS 164.2845) – Tuition is waived for a maximum of 6 credit hours per term for a supervising teacher or for a resource teacher teaching within the Commonwealth of Kentucky. Documentation includes employment identification and/or confirmation with person’s school of employment. In the event classes are

full, or granting free admission requires additional classes to be offered, the institution may deny admission.

g. Foster – Adoptive Children – KRS 164.2847 – covers foster and/or adoptive children as confirmed by the Kentucky Cabinet for Families and Children. Requires that the student meet the college's entrance requirements, attend full-time or part-time, and maintain the college's required academic standing while enrolled to be eligible for the tuition waiver. The waiver covers only tuition and mandatory fees. Students must have completed the Free Application for Federal Student Aid (FAFSA) process. The waiver is for the full amount of tuition and fees. If provided the waiver and the student also obtains a scholarship, from whatever source, the amount of the waiver shall be applied to the credit of the applicant in the payment of incidental expenses of his/her attendance at the institution, and any balance, if the terms of the scholarship permit, shall be returned to the applicant.

   The waiver and other free assistance are not exceed the total cost of attending the postsecondary education institution. Close attention should be paid to avoid student financial aid being over awarded, especially if a college chooses to use the quick post process as waiving of any additional charges a student may incur that are not required to be waived by the Foster – Adoptive Children Waiver.

   Eligible students include children: whose family receives state-funded adoption assistance under KRS 199.555; currently committed in foster care by the Cabinet for Families and Children (CFC) KRS 610.010 (5) or placed in accordance with KRS 605.090(3); or in an independent living program funded by the Commonwealth**;** or formerly in the permanent legal custody of CFC or Department of Juvenile Justice (DJJ) before being adopted by a family who lived in Kentucky at the time of adoption**;** or in the custody of CFC or DJJ on his or her 18th birthday.

   Foster and adopted students may apply for the tuition waiver up to four years after graduating from high school (or 4 years after the student's high school peers graduation date for GED recipients). Eligibility for the waiver lasts for 5 years from the date of first admittance to a postsecondary educational institution, provided the student maintains the college's academic requirements. A student that meets the eligibility criteria noted above and lives outside Kentucky at the time of application to a Kentucky postsecondary institution may apply for the tuition waiver up to the amount of tuition for a Kentucky resident.

For more information, call your local Cabinet for Families and Children staff or 1-800-232-5437, extension 4497 and/or Department of Juvenile Justice at 1-502-573-2738, extension 236.

h. War Veterans – Any person engaged in any branch of the military or naval service during a *declared* war (starting with 1917) — KRS 164.480, 164.490, and 164.500— is entitled to free tuition and fees, room rent including any utilities where campus housing is available, and the advantages of the institution. The waiver does not apply if the federal government provides benefits. The waiver is limited to one course of study. Please see note below.

i. Tuition for Children, Step-Children and Spouse of National Guard or Armed Services Member Killed in Action—KRS 164.505—Children, step-children, or the unmarried surviving spouse of a national guardsman or member on active duty in the Armed Forces killed while in service or having died as a result of a service-connected disability is entitled to free tuition. If the applicant has a scholarship that pays tuition, the amount of this scholarship will be applied to incidental expenses. This is a lifetime guarantee of free tuition. Please see note below.

j. Children, Step-Children, Orphans and Spouse of Disabled National Guard Member, War Veteran, Prisoner of War, Missing In Action, and Armed Services Member — KRS 164.515 — Children, step-children, orphans, or the surviving spouse of a disabled Kentucky national guardsman or a permanently and totally disabled war veteran, a veteran with a 100% total service-connected disability, or a member of the Armed Forces declared missing in action is entitled to free tuition. Please see note below.

k. Children, Step-Children, and Orphans of War Veterans Killed in Action — KRS 164.507 — Children, step-children, orphans or non remarried spouse, regardless of age, of war veteran or member of the Armed Forces who died in active duty or who died as a result of a service-connected disability while on active duty shall not be required to pay any matriculation or tuition fees upon admission or for a period not to exceed forty-five (45) months in order to obtain a diploma, nor in excess of the lesser number of months required for a certificate of completion. Children, stepchildren or orphans must be under the age of 26. A stepchild must have been a member of the veteran's household at the time of the veteran's death. The veteran must have died while on active duty in the Armed Forces, or have been discharged under honorable conditions. If the recipient has a scholarship that pays tuition, the amount of this scholarship will be applied to incidental expenses. Please see note below.

Note: Persons who are eligible for veterans' waivers and veterans-related waivers as noted in sections h, i, j, and k must obtain a Certificate of Eligibility for Waiver of Tuition from the Kentucky Center for Veterans' Affairs, Room 123, 545 South Third Street, Louisville, KY 40202. Additional information may be obtained from the Center for Veterans' Affairs at http://www.kdva.net/tuitionwaiverapp.pdf .

II. Institutionally Sponsored Tuition and Fee Waivers are as follows:

Note: The following waivers, unless noted otherwise, require the college president/chief executive officer (CEO) or designee's approval. Delegation from college president/CEO to designee must be in writing and must be retained for audit documentation purposes. Please see Section 7.2.4 - Approval /Authorization Process and Section 7.2.5 Recommended Waiver Form - Example. Although a variety of waivers are available within KCTCS, each student is eligible to receive only one waiver. If the student meets the requirements of more than one waiver, the waiver that provides the greatest benefit to the student should be applied.

a. Enrollment Management – including the waiving of tuition and/or fees in total or partially for apprenticeships, secondary education (high school), Kentucky Department of Technical Education students, students not enrolled in the Support Educational Excellence in Kentucky (SEEK) program, and/or other agreements to develop strategic partnerships with the local community. High school students who receive a tuition waiver may receive up to six (6) credit hours tuition per term at a KCTCS institution at reduced or no cost dependent on the articulation agreement between the local college and high school. The enrollment of high school students in college courses while still in high school (dual credit) and the waving the associated college tuition is designed to assist qualified high school students gain an early start to college and earn college credit while still in high school. Waiver of tuition for high school students wishing to enroll in post-secondary education is predicated on secondary education students not meeting eligibility requirements to receive federal financial aid.

   The specific articulation agreement for items listed above is up to the local college to develop in detail. Given the flexibility required to meet the range of detail and variance of agreement by college, Enrollment Management waivers must be "Quick Posted" at the college business office through PeopleSoft student financials using the individual student's account and item type. The account type for Quick Posting a waiver is

WAI. Waiver justification must include written documentation as to the reason for the waiver and must be retained on file for audit purposes.

b. Chief Executive Officer (CEO) - is at the discretion of the college president/CEO and is to be used for unusual catastrophic circumstances involving a student's ability to pay tuition and fees. The waiver justification must include written documentation as to the reason for the waiver and must be retained on file for audit purposes. For tracking purposes, waivers awarded as "needs based" should use the class code of 80815 and waivers awarded for "unusual catastrophic circumstances" should use the class code of 80080. Recommended Tuition and Fees Waiver Form included in Section 7.2.6 not required.

c. Support Educational Excellence in Kentucky (SEEK) – waiver of tuition for secondary (high school) students who enroll at a KCTCS institution for technical program instruction. Qualified students eligible for a SEEK waiver can receive up to six (6) credit hours free tuition per term. Please contact your local student financial aid office for specifics.

d. Department of Corrections Education Courses – Per a Memorandum of Agreement (MOA) with the Kentucky Department of Corrections, KCTCS has a system-wide agreement for its member colleges to provide corrections education courses to students taking courses at Kentucky's correctional facilities during the day. Courses taught per the system-wide MOA with the Kentucky Department of Corrections are assessed at $-0- and do not require the Recommended Tuition and Fees Waiver Form included in Section 7.2.6. Individual college initiated agreements for instructional activities with the Kentucky Department of Corrections or its facilities are not included within this authorization for tuition and fees waiver and require completion of the Recommended Tuition and Fees Waiver Form included in Section 7.2.6. Likewise, courses taken by correctional students in the evening for credit and outside the MOA are subject to assessment of tuition and fees at the KCTCS approved rate.

   For specific information regarding the waiving of Corrections Courses, please contact KCTCS' Student Financials Help Desk at 859-256-3293 or 3340, or send e-mail to: KCTCS.StudentAdminHelpDesk@KCTCS.edu .

e. Customized Course Waiver – Colleges of the Kentucky Community and Technical College System, on an exception basis, shall have the authority to provide a tuition and fees waiver for course offerings developed and offered on a customized basis. Waivers for customized courses shall be of significant offsetting financial benefit to the college community. Written

documentation regarding the reason and benefit of the waiver must be signed by the college president/chief executive officer (CEO) or designee and maintained for audit purposes. Please see the example of institutionally sponsored tuition and fees waiver form under section 7.2.5.

f. KCTCS Employee Spouse/Dependents Tuition Waiver – The spouse/ dependents (age 23 or less, as defined by federal student financial aid guidelines) of a KCTCS faculty or staff member governed under KCTCS' personnel rules and regulations are provided up to six (6) credit hours free tuition per term at a KCTCS institution. Only KCTCS employees governed by KCTCS personnel policies and regulations (not 151B**,** 18A, and/or UKCCS) are eligible for the tuition waiver for their spouse/dependents.

   The spouse/dependent(s) is required to meet entrance requirements and maintain the college's required academic standing while enrolled to be eligible for the tuition waiver. The waiver covers only tuition.

   Documentary evidence as necessary for confirmation of eligibility is required and is to be retained for audit purposes.

g. Metroversity Waiver – Jefferson Community and Technical College offers tuition and fees waiver for students participating in the Metroversity. The Metroversity is a consortium of private and public colleges in and about Jefferson County, Kentucky offering their students the opportunity to take up to 6 credit hours at another participating postsecondary institution at the home college's tuition and fees rate. The recommended Tuition and Fees Waiver Form included in Section 7.2.6 is not required. However, documentation of enrollment at a participating Metroversity institution is to be retained for audit purposes.

h. Out-of-State Contiguous Counties Waiver – The Kentucky Community and Technical College System offers a waiver for colleges requesting to waive the difference in the approved out-of-state contiguous counties tuition rate and the in-state tuition rate. In order to offer the Out-Of-State Contiguous Counties Waiver, the requesting KCTCS college must comply with and have approved the list of conditions contained in KCTCS Administrative Policies 5.4.4.1 Procedures for Out-of-State Tuition Waiver Policy. Please see Administrative Policy 5.4.4.1 at http://www.kctcs.edu/employee/policies/volumeII/volII5-4-4-1.pdf for details.

i. Non-Credit Community and Economic Development Courses – Colleges may waive tuition and fees for non-credit (community and economic development) offerings where the waiver of tuition and fees for the course

has significant financial and economic development benefit to the college community. Written documentation including the course offering, number of students, rationale and benefit of the waiver must be signed by the college president/chief executive officer (CEO) or designee and retained for audit purposes. Please see Section 7.2.4 - Approval /Authorization Process and Section 7.2.5 Recommended Waiver Form – Example.

Section 7.2.3 – Procedure for Posting within Student Financials/Financials:

I. Student Financials

a. Auto Waiver Process – All statutory (Kentucky Revised Statue KRS) waivers are to be entered by the college admissions and registrar's office by selecting the appropriate PeopleSoft student financials statutory (KRS) waiver check box. This is an auto waiver process which when selected automatically credits the student's tuition and fees as applicable for the particular statutory waiver. Statutory waivers are not to be "Quick Posted" to a student's account. Other waivers (non-state mandated) for which the auto waiver process may apply are: Metroversity, SEEK, Out-of-State Contiguous Counties and Enrollment Management in cases of Non-SEEK High School agreements. The auto waiver process should only be used in cases where the tuition assessed and the tuition to be waived are the same amount. Additionally, with the exception of the Metroversity Wavier the auto waiver process is to be used only for instances where the college is waiving the entire assessment of the student. Any partial waiver must be accomplished using the Quick Post process.

Note: The auto waiver process automatically adjusts the amount of the waiver based on the number of credit hours enrolled. Example: Student signs up for sixteen (16) credit hours and drops to thirteen (13) credit hours. The auto waiver process will adjust the waiver to the number of credit hours enrolled when tuition calc is performed.

The auto waiver process should only be used for instances where the college is waiving the student's assessment as specified above. Please see Section 7.2.2. Any amount differing from what is stated in section 7.2.2 must be accomplished using the quick post process.

b. Quick Post Process - Institutionally sponsored waivers and any (KRS) state mandated waivers where the amount of tuition waived differs from the assessed tuition must be entered by the college business office through the PeopleSoft student financials "Quick Post" process to the individual student's account and item type. *Example:* a student is enrolled

for twelve (12) credit hours. The amount to be waived is six (6) credit hours. To have the student have a remaining balance for the six (6) credit hours owed, the college would need to "Quick Post" the six (6) credit hours as a waiver leaving a balance of six (6) credit hours for the student's balance. The account type for Quick Posting a waiver is WAI.

Note: The "Quick Post" process requires manual re-adjustment if a student drops a course and the student has had a waiver quick posted. Example: A student signs up for sixteen (16) credit hours and drops to six (6) credit hours. The courses dropped were the courses that were quick posted as a waiver. Without the re-adjustment to reflect the change and removal of the waiver for the courses dropped, the student will not owe any balance. However, in reality as the courses dropped were the waived courses, the student actually owes for six (6) credit hours.

II. Financials

All non-credit course waivers are to be invoiced through the PeopleSoft Financials - Accounts Receivable (AR) Module and not PeopleSoft Student Financials. Only credit courses are invoiced through PeopleSoft Student Financials. Documentation as to the course, name, number of students and dollar amount waived must be retained for audit purposes. Please see Section 3.11 for Accounts Receivable procedures.

Section 7.2.4 – Approval/Authorization Process within the College:

a. All institutionally sponsored tuition and fee waiver agreements (credit or noncredit) must have the prior written approval of the college president/CEO or designee. Documentation is to be retained for audit purposes with agreements to be reviewed annually. Waiver agreements must include a statement as to the benefit to the college and KCTCS, including the waiver agreement's financial impact on the college. Please see Sections 7.2.5 and 7.2.6 Recommended Waiver Form – Example and Blank.

   The Waiver Request Form must be in writing. The request is to be signed off by the college president/CEO or designee in advance of executing the agreement so as to enable the college president/CEO (and other appropriate college personnel) an opportunity to review, evaluate, and modify as necessary, the waiver agreement. (Please see Section 7.2.5 for sample form with example.)

The completion of the Waiver Request Form should state succinctly the rationale and benefits to the college and KCTCS. A copy of the request should be forwarded to affected college student and business affairs personnel so as to prompt action by both the requestor of the waiver and the student and business affairs offices in order to facilitate the input of the waiver (student by student), proper invoicing, and budgeting of the expense to the college accordingly (current and future years), and as necessary, enable the college's sponsored projects office to establish an appropriate project/grant (Fund 12).

b. For management purposes, the college business office should regularly review with college leadership the total number of students and the amount of tuition waivers given by a college by term. For audit purposes, the college business office must retain a log of all institutionally sponsored waivers with the total number of students and dollar cost. The student financials query for institutionally sponsored waivers "K_SF_Waivers_Quick_Noterm" sorted by term will suffice.

Section 7.2.5 – Example Request Form

INSTITUTIONALLY SPONSORED
(NON STATE MANDATED, NON EMPLOYEE RELATED)
TUITION & FEE WAIVER REQUEST FORM

I. RECOMMENDATION (Including the background and benefit to the college and KCTCS. Please provide supporting documentation and attachments as necessary):

REQUIRED RESOURCES TO IMPLEMENT (Projected Financial Cost/Benefit):

A. Benefit:

-Projected revenue: Estimated # of courses		a. ___5_____
# of credit hours per course		b. ___3_____
Estimated # of students per course		c. ___20_____
Credit hour cost per course(s)		d. ___$115_____
		==========
Total Projected Revenue	*(a x b x c x d = e)*	e. __$34,500___

-Additional revenue generated, if any, over and beyond regular tuition?
(Number of students times the additional charge per credit hour)
For this example: $31 per student per credit hour x 3 credit hours per course x 100 students)

		f. __*$9,300*__
		==========
Total Projected Revenue	*(e + f = g)*	g. _$43,800____

B. Gross Cost of Tuition Waiver:

- Tuition waived	*(e)*	h. ___$34,500__
- Additional charges waived		i. _____
		==========
Total Tuition Waiver Cost	*(h + i = j)*	j. __$34,500___

C. Additional Costs:

- Faculty: # of additional faculty required		_2_
Rate of pay per credit hour		k. ___*$500*____
# of credit hours per course		l. _____*3*_____
# of courses		m. ____5_____
		==========
Total Additional Faculty Cost	*(k x l x m = n)*	n. _$7,500____
- Additional operating expense?		o. ___$800____
- Additional equipment?		p. _____
		==========
Total Additional Costs:	*(n + o + p = q)*	q. __$8,300____
D. Net Financial Cost (Financial Benefit)	*(g - j - q = r)*	r. ___$1,000____

SCOPE (Timeframe of the waiver):
Spring Term 2002

IV. OTHER CONSIDERATIONS: (Please provide supporting documentation and attachments as necessary)

ACTION: Approved_____ Disapproved_____ Other_____ (Need clarification/More justification and detail)
(Note: Approval should be initialed by college president/CEO or designee versus check mark.)

EXAMPLE

Section 7.2.6 – Blank Request Form

INSTITUTIONALLY SPONSORED
(NON STATE MANDATED NON EMPLOYEE RELATED)
TUITION & FEE WAIVER REQUEST FORM

I. RECOMMENDATION (Including the background and benefit to the college and KCTCS. Please provide support documentation as attachments and as necessary):

REQUIRED RESOURCES TO IMPLEMENT (Projected Financial Cost/Benefit):

A. Gross Cost of Tuition Waiver:
-Estimated # of courses A. _____
-Estimated number of students per course B. _____
-Credit hour cost per course(s) C. _____
==========
Total Tuition Waiver Cost *(A x B x C = D)* D. _____

B. Additional Costs:
Faculty
-Number of additional faculty required? E. _____
Rate per hour how many hours? F. _____
Total Additional Faculty *(E x F = G)* G. _____

-Additional operating expense? H. _____
- Additional equipment? I. _____
==========
Total Additional Costs: *(G+ H + I = J)* J. _____

C. Benefit:
-Projected revenue
(# Of students times per credit hour tuition generated) K. _____
-Additional revenue generated, if any, over and beyond regular tuition?
Number of students times the additional charge) L. _____
==========
Total Projected Revenue *(K+ L = M)* M. _____
D. Net Financial Cost/Benefit *(D + J + M =N)* *N*. _____

III. SCOPE (Timeframe for the waiver):

IV. OTHER CONSIDERATIONS:

ACTION: Approved_____ Disapproved ____ Other_____ (Need clarification/More justification and detail)

End of Procedure