

**West Virginia University at Parkersburg Board of Governors
Meeting of June 9, 2021**

ITEM: Proposed Revision of Policy B-55, *Employee and Family Tuition [and Fee] Waiver Program*

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy B-55, *Employee and Family Tuition [and Fee] Waiver Program*, and hereby authorizes revision of said policy without further action by the Board if no comments are received.

STAFF MEMBER: Alice Harris, Executive Vice President
Finance and Administration

BACKGROUND:

In keeping with changes to financial aid regulations and to keep the cost to WVUP affordable, waivers granted under Board Policy B-55 are meant to be a payment of last option after all other free financial aid is applied to the qualified student's account. The revisions proposed in the attached copy bring this policy in line with current financial aid policies governing other similar financial aid programs, including the need to complete an annual Free Application for Federal Student Aid (FAFSA) and a requirement for students to meet the standards of academic progress required by Title IV. Eligibility requirements are clarified and academic fees, rather than tuition only, will be covered by these waivers. The proposed updates to Policy B-55 will ensure fair and equitable implementation and will continue to provide educational opportunities to our employees and their legal dependents.

A notice of proposed rulemaking will be issued proposing the revision of this policy. If no comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

West Virginia University at Parkersburg Board of Governors

POLICY B-55
EMPLOYEE AND FAMILY TUITION AND FEE WAIVER PROGRAM

Section 1. General

- 1.1 This policy establishes an Employee and Family Tuition and Fee Waiver Program for West Virginia University at Parkersburg
- 1.2 Authority. – [W. Va. Code § 18B-10-5](#)
- 1.3 Effective Date. – ~~June 3, 2016~~
Replaces version dated June 3, 2016;
Originally adopted February 18, 2010 (to be effective with Fall, 2010 semester)

Section 2. Purpose

- 2.1 To provide a tuition and academic fee waiver benefit for the full-time benefits-eligible employees of West Virginia University at Parkersburg and their qualified spouses or dependents ~~beginning in the Fall, 2010 semester.~~

Section 3. Tuition and Academic Fees

- 3.1 All qualifying employees who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients may be granted a waiver ~~tuition~~ equal to their full-time tuition and academic fee charges. Employees must seek permission of their direct supervisor to qualify for the benefit.
- 3.2 All qualifying spouses and children who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients may be granted up to 100% of full-time tuition and academic fees per semester.
- 3.3 Applications for a tuition and academic fee waiver must be submitted once per academic year and will be awarded on a semester basis.
- 3.4 The Employee and Family Tuition and Fee Waiver Program will be the last source of grant or scholarship funds contributed to each student, wherein all other grants and scholarships must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition and fees, when taken into aggregate with other forms of scholarship, waivers, or grants.
- 3.5 Degree-seeking employees and all qualifying dependents must complete a Free Application for Federal Student Aid (FAFSA) each year in addition to the waiver application. Free aid (grants and scholarships) must be used prior to the waiver program.

Section 4. Qualifications

- 4.1 To qualify for the benefit, a student must be one of the following: either be
- a full-time benefits-eligible employee of the college. Employee waiver recipients may be degree-seeking or non-matriculated (not regularly admitted to a degree program). Degree-seeking employees must complete the FAFSA each year in order to receive the waiver. Non-matriculated students do not qualify for financial aid, so the FAFSA is not required for non-matriculated employee students.
 - a current spouse of such an full-time benefits-eligible employee. In order to qualify for the waiver program, a qualifying spouse must be degree-seeking student.
 - or a biological or legally adopted child of such an full-time benefits-eligible employee who is 24 years of age or younger and who is a legal dependent of the employee. In order to qualify for the waiver program, qualifying dependent children must be either degree-seeking students or high school students participating in WVU at Parkersburg's Early College program.
- 4.2 Those wishing to participate in the program must apply for the benefit once per academic year for each semester of use. The deadlines for application will be determined and publicized by the Division of Student Services/Financial Aid Office.
- 4.3 Only those classes being taken during the fall, spring, and summer and spring semesters will be eligible for the program. For degree-seeking students, only those classes that are required for the student's program of study will be covered by the waiver program.
- 4.4 Students must meet the Standards of Satisfactory Academic Progress established by the institution in accordance with state and federal requirements.

Section 5. Budget

- 5.1 The budget for the tuition and academic fee waiver benefit program will be derived from the regular tuition and academic fee waiver allotment as defined by the State of West Virginia and the President of the college.
- 5.2 The college reserves the right to limit the use of funds for the program at the discretion of the President in consultation with the Board of Governors.
- 5.3 The program may be placed into suspension by the WVU at Parkersburg Board of Governors with a six-month notice to the college community.