

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. – July 21, 2021
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.

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 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:
- 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.
 - Current spouse of a full-time benefits-eligible employee. In order to qualify for the waiver program, a qualifying spouse must be degree-seeking student.
 - Biological or legally adopted child of a full-time benefits-eligible employee who is 24 years of age or younger and 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. The deadlines for application will be determined and publicized by the Financial Aid Office.
- 4.3 Classes taken during the fall, spring, and summer 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.