

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**Policy No. F - 1**

**WAIVER OF TUITION AND FEES FOR THIRD-PARTY SPONSORED COURSES**

**1. General**

1.1 Scope:

1.1.1 Policy regarding waiver of tuition and fees for courses sponsored by a third party.

1.2 Statutory References: WV Code §18B-10-9

1.3 Passage Date: November 22, 2021

1.4 Effective Date: December 22, 2021

**2. Policy**

2.1 Pursuant to WV Code §18B-10-9, Mountwest Community and Technical College may enter into agreements with third parties whereby the third-party may sponsor any course, institute, workshop, special course, or other educational program offered by the College for credit. Under such agreements the students enrolled may be excused from the payment of tuition, registration and enrollment fees.

2.2 Third-party waivers will be initiated at the college level. The administrator designated by the president shall be responsible for the completion and initial approval of each waiver form. The waiver form must be approved by the Chief Financial Officer.

2.3 Each offering will require the completion of the Third-Party Contractual Agreement for Waiver of Tuition and Fees.

2.4 The Contractual Agreement shall be signed by both the institution and the third-party sponsor and shall include, but not be limited to, the following:

- a) Sponsoring Entity;
- b) Semester and Year;
- c) Course Title/Description or block of like courses, number of credit hours, Course Reference Number;
- d) Actual Value of the Waiver (based on projected enrollment and student type);

- e) Total Direct Cost;
- f) Actual Amount to be Recovered for Indirect Cost/Overhead;
- g) Billing address;
- h) Authorized Signature of both parties.

2.5 The Chief Financial Officer shall establish the indirect cost rate per credit hour to be charged to Third-Party Contracts. Exceptions to this rate may be negotiated by the designated administrator and approved by the Chief Financial Officer, when appropriate and in accordance with the mission of the College.