

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

**Policy No. A - 2 AWARDING OF UNDERGRADUATE**

**TUITION AND FEE WAIVERS**

**1. General**

- 1.1 Scope: This policy applies to the awarding of all categories of undergraduate tuition and fee waivers as provided for in WV State Code §18B-10-5. It also applies to all privately funded scholarships.
- 1.2 Statutory References: WV Code §18B-10-5
- 1.3 Passage Date: October 21, 2022
- 1.4 Effective Date: November 21, 2022

**2. Policy**

- 2.1 It is the policy of MCTC to award:
  - 2.1.1 Any and all undergraduate tuition and fee waivers as authorized by, and in compliance with, the applicable sections of the WV State Code and Federal Law.
  - 2.1.2 Any and all tuition and fee waivers established by MCTC, identified as MCTC Scholarships, and approved by the President, subject to annual review by the Board of Governors.
  - 2.1.3 Any and all privately funded scholarships, approved by the President, subject to annual review by the Board of Governors.
- 2.2 The college reserves the right to limit any and all fee waivers and scholarships when financial circumstances warrant a limitation, as determined by the President.

**3. Types of Tuition and Fee Waivers and Scholarships**

- 3.1 Tuition and Fee Waiver – Undergraduate schools as authorized by WV State Code.
  - 3.1.1 WV Code §18B-10-5(b)(1) – Undergraduate tuition and fee waiver; initial five percent (5%) cap. These awards shall be identified by using the name MCTC Scholarships.
  - 3.1.2 WV Code §18B-10-1(K)(5)(F) – Undergraduate tuition and fee waiver; additional five percent (5%). These awards shall be identified by using the name MCTC Scholarships and are not counted against the cap established in Section 3.1.1. of this policy.
  - 3.1.3 WV Code §18B-10-1(a), Resident tuition rates for members of the National Guard.

- 3.1.4 WV Code §18B-10-5(b)(6), Undergraduate tuition and fee waivers for employees, spouses, and dependent children – waivers MCTC may, but is not required, to grant to eligible employees and covered dependents. These waivers are not counted when determining the maximum percentage of waivers permitted.
- 3.1.5 WV Code §18B-10-7, Tuition and fee waivers for children and spouses of law enforcement officers, firefighters, National Guard personnel, reserve personnel and active military duty personnel killed in the line of duty.
- 3.1.6 WV Code §18B-10-7(a), Tuition and fee waivers or adjustments for residents at least sixty-five years old.
- 3.1.7 WV Code §18B-10-7(b), Tuition and fee waivers for high school graduates in foster care who graduate from high school or pass the GED examination while in the legal custody of the state department of health and human resources.
- 3.1.8 WV Code §18B-10-10, Tuition and fee waivers for The Medal of Honor or Andrew J. Trail Purple Heart Recipient.
- 3.1.9 Scholarships funded from Private Sources
- 3.1.10 Scholarships from endowed sources.
- 3.1.11 Scholarships from other sources.
- 3.2 Third-Party Tuition and Fee Waivers – See separate MCTC Third-Party Waiver Policy.

#### **4. General Provisions**

- 4.1 Pursuant to statute, the maximum number of authorized undergraduate tuition and fee waivers shall be equal to five percent (5%) of the tuition and fees assessed for all full-time equivalent undergraduate enrollment of MCTC for the immediately preceding academic year, plus the additional five percent (5%) specified in Section 3.1.2 of this policy.
- 4.2 Pursuant to statute for tuition and fee waivers provided by WV State Code, no recipient may hold an undergraduate tuition and fee waiver for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the undergraduate tuition and fee waivers.
- 4.3 Pursuant to tuition and fee waivers established by MCTC institutional policy and identified as MCTC Scholarships, no recipient may hold such tuition and fee waiver for more than five (5) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the undergraduate tuition and fee waivers.
  - 4.3.1 MCTC shall have discretionary authority to waive this limitation using Federal Student Aid guidelines to document special circumstances.
- 4.4 Recipients of any and all waivers provided under the terms and conditions stated in this policy must possess the minimum qualifications for attendance as required of all other students.

- 4.5 Awards made under the undergraduate tuition and fee waiver program shall provide for the waiver of tuition only. MCTC shall have discretionary authority to waive one or more of the other component parts of the college fees such as the special fees assessed to students in designated academic fields.
- 4.6 MCTC shall give priority consideration to award undergraduate tuition and fee waivers to students who are West Virginia residents and residents of metro counties except where indicated otherwise by WV State Code.
- 4.7 MCTC may award a substantial portion of its undergraduate tuition and fee waivers as MCTC Scholarships to students who possess various kinds of special abilities and aptitudes, including general academic ability and academic ability in a specific field. However, MCTC shall give strong consideration in the awarding of the undergraduate tuition and fee waivers to students with demonstrated financial need.
- 4.8 Recipients of any waivers provided for a) children and spouses of law enforcement officers, firefighters, National Guard personnel, Reserve personnel and active military duty personnel killed in the line of duty, b) residents at least sixty-five years old, or c) high school graduates in foster care may attend undergraduate courses, pending the availability of classroom space, without charge for tuition. The institution shall require the recipient of any waiver to pay any and all special course related fees, including any laboratory fees, if such fees are required of all other students taking the particular course.

## 5. **Responsibilities**

- 5.1 The Recruiting, Retention and Readmission Committee (RRR) and Office of Financial Aid (OFA) shall prepare administrative procedures, approved by the President, which establishes eligibility standards, satisfactory progress standards, and other processes as determined appropriate to assure compliance with this policy.
- 5.2 The applicant shall formally apply for tuition and fee waivers or MCTC Scholarships and document eligibility standards for applicable waivers as required by the MCTC RRR Committee and OFA for both initial application and annual renewal application.
- 5.3 The RRR Committee and OFA shall determine student eligibility standards per applicant.
  - 5.3.1 The OFA shall ensure that the amount of a tuition waiver/MCTC Scholarship awarded in combination with aid from all other sources shall not exceed the cost of education at MCTC.
  - 5.3.2 The OFA shall ensure that each applicant is taking undergraduate courses as a degree and/or certificate seeking student at MCTC except where indicated otherwise by WV State Code.
  - 5.3.3 The OFA shall submit an original, annual summary report to the Chief Financial Officer. This report will include the required information for all waivers and scholarships awarded from July 1 through June 30 of the reporting/award year to cover Fall, Spring and Summer terms as appropriate.
    - 5.3.3.1 The OFA shall:

- a) List each award recipient with permanent hometown address, reflecting the primary reason that MCTC awarded a specific waiver or scholarship in the following categories:
  - 1. Demonstrated Financial Need – established through a recognized needs analysis process that the student’s and family’s resources are insufficient to meet college expenses.
  - 2. General Academic Ability
  - 3. Academic Ability in a Specific Field
  - 4. Other Specified Definition
- b) Include both new and renewal recipients.
- c) List the dollar amount of the award segregated by academic term.

5.4 The OFA shall ensure that all waivers and scholarships are awarded in accordance with federal, state, and local laws and regulations.

5.5 The Chief Financial Officer shall present the original, annual summary report to the MCTC Board of Governors to be entered in the minutes of the meeting of the Board.

## **6. Definitions**

### **6.1 Eligible Employee:**

Includes any regular, benefits eligible member of the classified staff, non-classified staff, and faculty.

### **6.2 Covered Dependents**

6.2.1 Spouse – The eligible employee’s current spouse.

6.2.2 Children – The natural or legally adopted child of the eligible employee or his/her children who is a dependent as defined by the United States Internal Revenue Code.

### **6.3 Metro/Reciprocity Counties**

- Ohio: Gallia, Lawrence, Scioto
- Kentucky: Carter, Greenup
- Kentucky Reciprocity: Boyd, Lawrence, Martin, Pike

6.3.1 Mountwest has the authority, as determined appropriate and approved by the President or his/her designee, to add counties to the metro/reciprocity counties list upon the development of programs in new geographic locations. In this instance, the policy will be reviewed annually for the addition of these counties within one (1) year of the county being added.