

WEST LIBERTY STATE COLLEGE BOARD OF GOVERNORS
POLICY 43: TUITION WAIVER

STATEMENT:

Recognizing the desire of employees to update their skills and to broaden their knowledge by acquiring new and different skills, the Higher Education Policy Commission and West Liberty State College have authorized the waiving of tuition for a limited number of credit courses.

PROVISIONS:

I. Tuition may be waived for any semester (except Summer School). Staff employees must make arrangements for the "make-up" of working time lost if classes are taken during normal working hours in excess of one class (regardless of credit hours).. Refer to Educational Release Time, Policy Number #114.

II. Because a limited number of waivers will be granted, the method used to determine the recipients of these waivers will be as follows:

A. Preference will be given to the following categories of employees in the order listed:

- employee with no degree.
- employee with an associate degree.
- employee with a bachelor's degree.
- employee with a master's degree.
- faculty and administrators (first come, first served basis).
- an employee receiving a Pell Grant.

B. Preference within the groups listed above will be given as follows:

- an employee who has never received a waiver.
- an employee who did not have a waiver the previous semester.

III. It is the responsibility of the employee to pay the regular non-tuition fees associated with the course for which the waiver is granted.

IV. Employees who have, or will receive a WV Grant for tuition and expenses, will not be eligible to receive a tuition waiver in addition to the WV Grant.

V. Employees will be notified approximately two-weeks prior to the pre-registration period of any given semester. Any employee interested in obtaining a waiver must complete an application (attached) and return it to the Vice President of Administration's Office prior to the pre-registration period of the semester desired.

VI. After notification of waiver approval, each employee awarded a waiver must register for class during the pre-registration period for the current semester or removed from the tuition list and the waiver given to another employee.

VII. Faculty members and administrators, because they receive waivers on a first-come, first served basis, must apply in person at the Vice President of Administration's Office.

VIII. Any questions relating to the application of this policy should be addressed to the Vice President of Administration's Office for interpretation or resolution.

Approved by the WLSC Board of Governors on 12/11/06.