



WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS RULE 4.3 TUITION AND FEE WAIVERS

Approval Date: December 6, 2023

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Revision History:

President's Signature: On File

SECTION 1: Purpose and Scope.

- 1.1. This Rule establishes the guidelines for tuition and fee waivers. Tuition and fee waivers shall be granted in accordance with West Virginia Code §18B-10-4b - Additional fee waivers for health sciences and technology academy programs, §18B-10-5 - Fee waivers -- Undergraduate schools, §18B-10-6 - Fee waivers -- Professional and graduate schools, §18B-10-7 - Tuition and fee waivers for children and spouses of officers, firefighters, National Guard personnel, reserve personnel and active military duty personnel killed in the line of duty, §18B-10-7a - Tuition and fee waivers or adjustments for residents at least sixty-five years old, §18B-10-7b - Tuition waivers for high school graduates in foster care, §18B-10-7c - Tuition and fee waivers for certain veterans receiving federal educational assistance benefits, and §18B-10-7d - Tuition waivers for national service volunteers serving in West Virginia.
- 1.2. This Rule applies to all students, Staff, Faculty, and any other employee positions of the West Liberty University Board of Governors.

SECTION 2: Employees.

2.1. Employee Fee Waivers – Undergraduate.

- 2.1.1. Employees, their spouses, and dependent children enrolled at the University shall be eligible to have tuition and mandatory fees waived. The recipient shall be responsible for paying course fees, capital fee(s), parking fees, and any other non-mandatory fees.
- 2.1.2. Employees must be benefits-eligible (at least 0.53 FTE) to qualify for a waiver.
- 2.1.3. Spouse status must be verified with a marriage certificate or a federal income tax return.
- 2.1.4. Dependent child status must be verified with a Free Application for Federal Student Aid (FAFSA) form or federal income tax return.



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- 2.1.5. The employee, spouse, or dependent child shall submit a Tuition and Fee Waiver Application (available on the Financial Aid web page under Employee Forms).
- 2.1.6. The University may reduce the amount of the waiver if the recipient receives another tuition award.
- 2.1.7. The University may renew waivers annually provided the recipient's enrollment remains continuous. The University may extend the tuition waiver beyond eight (8) semesters or terms upon the written approval of the Chief Human Resources Officer.
- 2.1.8. The recipient must notify the Human Resources office and the Financial Aid office, in writing, if a drop in enrolled hours occurs.

2.2. Employee Fee Waivers – Graduate.

- 2.2.1. Graduate Fee Waivers exclude the Physician Assistant Program and other programs specified by the President's Cabinet.
- 2.2.2. Employees enrolled at the University shall be eligible to receive a 50% discount/waiver on tuition and mandatory fees.
- 2.2.3. The recipient shall be responsible for paying course fees, capital fee(s), parking fees, and any other non-mandatory fees.
- 2.2.4. Employees must be benefits-eligible (at least 0.53 FTE) to qualify for a waiver.
- 2.2.5. The employee shall submit a Tuition and Fee Waiver Application (available on the Financial Aid web page under Employee Forms).
- 2.2.6. The University may renew the tuition and fee waivers annually provided the recipient's enrollment remains continuous. The University may extend the tuition waiver beyond eight (8) semesters or terms upon the written approval of the Chief Human Resources Officer.
- 2.2.7. The recipient must notify the Human Resources office and the Financial Aid office, in writing, if a drop in enrolled hours occurs.



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2.3. Employee Fee Waivers – Doctorate.

- 2.3.1. Employees enrolled in the Doctor of Education program shall be eligible to receive a 35% discount/waiver on tuition and mandatory fees.
- 2.3.2. The recipient shall be responsible for paying course fees, capital fee(s), parking fees, and any other non-mandatory fees.
- 2.3.3. The University may limit waivers to 15% of the cohort. If a cohort is not full, the University reserves the right not to award waivers for that cohort.
- 2.3.4. Employees must be benefits-eligible (at least 0.53 FTE) to qualify for a waiver.
- 2.3.5. The employee shall submit a Tuition and Fee Waiver Application (available on the Financial Aid web page under Employee Forms).
- 2.3.6. The University may renew the tuition and fee waivers annually provided the recipient's enrollment remains continuous. The University may extend the tuition waiver beyond eight (8) semesters or terms upon the written approval of the Chief Human Resources Officer.
- 2.3.7. The recipient must notify the Human Resources office and the Financial Aid office, in writing, if a drop in enrolled hours occurs.
- 2.3.8. Employees must remain employed at the University for three years following completion of the doctoral program. If an employee is no longer employed by the University, they must pay back a prorated amount of the waiver based on the following schedule:
 - 2.3.8.1. Employment ends during the first year following degree: Repayment of 100%.
 - 2.3.8.2. Employment ends during the second year following degree: Repayment of 67%.
 - 2.3.8.3. Employment ends during the third year following degree: Repayment of 33%.



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SECTION 3: Residents At Least 65 Years Old.

- 3.1. Residents of West Virginia who are at least 65 years of age may take courses or classes at West Liberty University at a reduced rate on a space available basis.
- 3.2. Eligibility And Participation.
- 3.2.1. A participant will be permitted to register for a course under either the credit option or the no-credit option as outlined in subdivisions 3.2.6 and 3.2.7 below, provided that the participant is a resident of West Virginia and is at least sixty-five (65) years of age.
- 3.2.2. A participant may register for a course under either the credit option or the no-credit option of this program provided that classroom space is available.
- 3.2.3. A participant may register for a course under either the credit option or the no-credit option of this program provided that the instructor of the course consents.
- 3.2.4. A participant will be subject to the institutional programmatic and financial guidelines for enrollees in this program and to the rules, regulations, procedures, and requirements, including course prerequisites, of the campus.
- 3.2.5. Special provisions:
- 3.2.5.1. A participant may only register for a course when seats are available and with the permission of the course instructor.
- 3.2.5.2. A participant will be required to pay special fees, including laboratory fees, if applicable for the course.
- 3.2.5.3. No other general University fees will be required.
- 3.2.6. No Credit Option
- 3.2.6.1. The total tuition and fees charged for each course under the no credit option, excluding laboratory and college specific fees, may not exceed fifty dollars.
- 3.2.6.2. A grade or credit may not be given under the no credit option.



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- 3.2.7. Credit Option. – The total tuition and fees charged in the program under the for-credit option shall not exceed fifty percent of the normal rates charged to State resident students.
- 3.2.8. Participants must register through the Registrar’s Office.
- 3.2.9. The University will report on participation in this program to the Board of Governors and the Higher Education Policy Commission.
- 3.2.10. The University will publish the guidelines for this program in its bulletin and/or other appropriate publications.

SECTION 4: Undergraduate Fee Waivers.

- 4.1. The term “Undergraduate Fee Waiver” refers to all tuition and fee waivers authorized by Code as listed in Section 1.1 of this rule.
- 4.2. The University may not have in effect at any time undergraduate fee waivers totaling more in value than five percent (5%) of the tuition and required fees assessed for all full-time equivalent undergraduate students registered during the fall semester of the immediately preceding academic year. Any fee waivers mandated by W. Va. Code §§ 18-19-3 or 18B-10-1, et seq. are not counted when determining the maximum percentage of waivers permitted.
- 4.3. Awards made under this program shall provide for the waiver of tuition and registration fees. In addition, the University shall have discretionary authority to waive one or more of the component parts of the University fees (including such fees as the activity, athletic, student union, and operations fees) and/or special fees assessed to students in designated academic fields (e.g.: engineering fee, health profession fee). The University may award tuition and fee waivers for a period of time not to exceed eight semesters of undergraduate study.
- 4.4. The University shall comply with all applicable third-party rules and regulations regarding financial aid assistance to athletes (i.e., the National Collegiate Athletic Association (NCAA) and its state or regional affiliates).
- 4.5. The University shall submit a summary waiver report to the Board of Governors by July 1 of each year. This report will list all waiver awards for the entire academic year and will be presented to the Board as a matter of information.



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SECTION 5: Graduate and Professional Fee Waivers.

- 5.1. The term “Graduate and Professional Fee Waiver” refers to all tuition and fee waivers authorized by W. Va. Code § 18B-10-6.
- 5.2. The University may not have in effect at any time graduate and professional school fee waivers totaling more in value than five percent (5%) of the tuition and required fees assessed for all full-time equivalent graduate and professional students registered during the corresponding fall semester, spring semester, and summer term of the immediately preceding academic year; Provided, that in addition to the five percent (5%), the University shall grant a fee waiver to all graduate assistants it employs.
- 5.3. Awards made under this program shall provide for the waiver of tuition and registration fees. In addition, the University shall have discretionary authority to waive one or more of the component parts of the University fees (including such fees as the activity, athletic, student union, and operations fees) and/or special fees assessed to students in designated academic fields (e.g.: engineering fee, health profession fee). The University may award waivers for a period of time not to exceed the number of semesters normally required in the recipient's academic discipline.
- 5.4. The University shall comply with all applicable third-party rules and regulations regarding financial aid assistance to athletes (i.e., the National Collegiate Athletic Association (NCAA) and its state or regional affiliates).
- 5.5. The University shall submit a summary waiver report to the Board of Governors by July 1 of each year. This report will list all waiver awards for the entire academic year and will be presented to the board as a matter of information.

SECTION 6: Delegation.

- 6.1. The Board of Governors delegates to the President the authority to adopt additional internal procedures to effectuate the implementation of this Board of Governors Rule or in furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.



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SECTION 7: Authority.

- 7.1. W. Va. Code §§ 18B-10-4b, 18B-10-5, 18B-10-6, 18B-10-7, 18B-10-7a, 18B-10-7b, 18B-10-7c, and 18B-10-7d.

SECTION 8: Superseding Provisions.

- 8.1. This Rule repeals and supersedes WLU BOG Policy 16 - Awarding of Undergraduate Fee Waivers (originally adopted 08/31/05), WLU BOG Policy 17 – Tuition and Fee Waivers Those 65 or Older (originally adopted 06/22/05), WLU BOG Policy 43 – Tuition Waivers and Discounts for Employees (originally adopted 12/11/06, 01/28/15), and any other University policy or procedure which relates to the subject matter contained within this Rule.