

**SHEPHERD UNIVERSITY
BOARD OF GOVERNORS
POLICY 15**

TITLE : AWARDING of UNDERGRADUATE and GRADUATE FEE WAIVERS

SECTION 1. GENERAL

- 1.1 Scope - This policy regards the awarding of undergraduate and graduate fee waivers
- 1.2 Authority - West Virginia Code § 18B-10-5, 18B-10-6, 18B-10-7, 18B-1-6
- 1.3 Effective Date – March 21, 2006, Amending the January 10, 2002 Version of the Policy.

SECTION 2. UNDERGRADUATE FEE WAIVERS

- 2.1 The term "Undergraduate Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Sections 1 and 5 of the West Virginia Code.
- 2.2 The maximum number of authorized undergraduate fee waivers at the institution shall be equal to ten percent (10%) of the full-time equivalent undergraduate enrollment of the institution for the fall term of the immediately preceding academic year.
- 2.3 Pursuant to the statute, no student may hold an undergraduate 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 scholarship purposes.
- 2.4 Awards made under this program shall provide for the waiver of enrollment fees as approved by the President or designee.
- 2.5 The institution will prepare a summary report following each academic year. This report will summarize all waiver awards for the entire academic year and will be presented to the Board as a matter of information.
- 2.6 Special consideration will be given in the awarding of undergraduate fee waivers to students who are West Virginia residents. A reasonable opportunity will be given for employees to utilize these awards.
- 2.7 In instances where there are more financially needy applicants than can be assisted through the available need-based student aid programs, the institution shall give strong consideration in the awarding of scholarships to students with demonstrated financial need.
- 2.8 In accordance with Chapter 18B, Article 10, Section 7 of the West Virginia Code, each institution shall make provisions to waive tuition and any fees charged to children and spouses, on a classroom space available basis, of certain law enforcement officers and fire fighters (as defined in Chapter 30, Article 29, Section 1 of the West Virginia Code) killed in the line of duty. The institution

requires such persons to pay special fees, including any laboratory fees and parking fees. A fee waiver shall also be made available to each year's statewide winner of the Veterans of Foreign Wars Voice of Democracy competition and the American Legion High School Oratorical competition. These waivers shall be awarded within the allotment authorized in Section 2.2 of this policy.

SECTION 3. GRADUATE and PROFESSIONAL FEE WAIVERS

- 3.1 The term "Graduate and Professional Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 1 and 6 of the West Virginia Code. These awards shall be designated as *Shepherd University Graduate Scholarship* or *Shepherd University Graduate Fee Waivers*.
- 3.2 The maximum number of fee waivers shall be determined in the following manner:
 - 3.2.1 The maximum number of authorized graduate and professional fee waivers shall be equal to ten percent (10%) of the number of full-time equivalent graduate and professional students registered during the corresponding fall semester, spring semester, and summer term of the immediately preceding academic year.
 - 3.2.2 All graduate assistants employed by the University shall be granted fee waivers. This is in addition to the above- referenced ten percent (see subsection 3.2.1.).
- 3.3 Pursuant to the statute, no student may hold a graduate or professional fee waiver for a period of time that exceeds the number of semesters normally required in the recipient's academic discipline.
- 3.4 Awards made under the graduate and professional fee waiver program shall provide for the waiver of enrollment fees as approved by the President or designee.
- 3.5 The institution will prepare a summary report following each academic year. This report will summarize all waiver awards for the entire academic year and will be presented to the Board as a matter of information.
- 3.6 The University shall give special consideration in the awarding of graduate and professional fee waivers to students who are West Virginia residents. Shepherd University shall also give priority consideration in the awarding of graduate fee waivers to faculty and staff members of West Virginia public and private colleges who make application in accordance with the institution's announced application procedures and deadlines.