



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Waivers  
**Procedure Number:** 07-2015-0004  
**Board Policy Reference:** IV.A.

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**Accountable Administrator:** Vice President, Student Affairs  
**Position responsible for updating:** Director, Student Financial Assistance  
**Original Date:** 06-09-15  
**Date Approved by Cabinet:** 06-09-15  
**Authorizing Signature:** *Original Signature on File*  
**Dated:** 06-09-15  
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**Revised:**

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### **Purpose/Principle:**

BMCC provides waivers as a benefit to employees and employee dependents; to Veterans and their dependents; to recognize student talent or academic achievement; to student athletes and leaders; and in recruiting students. Waivers may also be utilized for assisting students in need that do not have other means of financial assistance available to them.

The purpose of this administrative procedure is to provide guidance and consistency in awarding waivers as described above.

### **Definitions**

**Waiver:** An agreement between the student and the college to reduce or eliminate charges of tuition and/or fees on the student's account.

Tuition waiver – waives tuition only

Tuition and fee waiver – waives tuition and fees

Fee waiver – waives fees only

AFEE – An education expense fee for non-credit courses. These are not eligible for waiver.

### **Guidelines**

- Waivers are limited to a budgeted amount determined annually by the President, Vice President of Student Affairs, and Vice President of Instruction.
  - Those given the authority to award waivers are responsible for monitoring their budgeted allocation for the year.
  - Students receiving waivers must meet the stated eligibility criteria.
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- A student may receive more than one type of waiver during a given term. However, the combination of waivers cannot exceed the total associated tuition and/or fee charges. Waiver amounts in excess of the tuition and/or fee charges will be canceled.

**Waiver Type, Authorization, and Eligibility**

<b>Waiver Type</b>	<b>Authorizer</b>	<b>Criteria for Eligibility</b>
BMCC Employee and Dependent* <u>Classified and Faculty</u> Tuition and Fee <u>Exempt</u> Tuition only Tuition and Fee (after 5 years)  *No distance education fees covered	AVP Human Resources	In accordance with administrative procedure 01-2004-0013 and the respective Collective Bargaining agreements and Exempt-Tech Handbook.
Student Athlete Tuition only (NWAC) Tuition and Fee (NIRA)	Athletic Director	Waivers are awarded in accordance with the Northwest Athletic Conference (NWAC) or National Intercollegiate Rodeo Association (NIRA). Student athletes must maintain a 2.0 gpa and complete a minimum of 12 credits each term in order to maintain continued eligibility. By Coach recommendation.
Veterans Tuition only	Director of Financial Aid	In accordance with administrative procedure 07-2015-0005
Talent/Academic Achievement Tuition only	VP of Instruction	Recommended by instructional departments for students who demonstrate exceptional skill, talent, or academic achievement. May be used in recruitment. Limited to one term.
Recruitment Tuition only	VP of Student Affairs	Awarded to district high school graduating seniors in accordance with the college recruitment plan and by recommendation of the Director of Student Recruitment, Marketing, and Leadership. Student must be BMCC degree/certificate seeking, complete a minimum of 12 credits, and maintain a 2.0 gpa to remain eligible. Limited to one term.
Student Need Tuition and Fee	Director of Financial Aid	Student must apply. Awarded to students who have a demonstrated need for assistance with tuition and/or fees that cannot be met through any other financial aid. Must have the ability to benefit. Limited to one term.
Foster Youth Tuition and Fee	Director of Financial Aid	In accordance with Administrative Procedure 07-2015-0006
Departmental Tuition only Tuition and Fee	VP of Instruction	As determined by inter-agency agreement, memorandum of understanding, or other community partnership.

**Operational Procedure:**

- 1) The Director of Financial Aid is responsible for establishing the necessary waiver workflow and forms in order to assure that awarding of waivers is consistently fair, equitable, and in accordance with stated criteria.
- 2) Waiver award notifications will be sent to recipients by the Financial Aid Office notifying them of the terms and conditions of their award.