

**CITATION REFERENCE**

**Official Title:** Tuition Differential  
Waivers

**Abbreviated Title:** Tuition Waivers

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# Policy: Tuition Differential Waivers

## Policy Statement

Pursuant to Board of Regents (BOR) Policy Manual Section 7.3.4.1 (Out of-State Tuition Waivers), the College of Coastal Georgia may award out-of-state tuition waivers and assess in-state tuition for certain non-Georgia residents, including superior international and out-of-state students.

Notwithstanding any provision in this policy, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

## Reason for Policy

The purpose of this policy is to ensure the College remains fully compliant with all University System of Georgia mandates regarding tuition differential waivers for international and out-of-state students, as generally outlined in BOR Policy Manual Section 7 (Finance and Business).

## Entities Affected By This Policy

All superior international or out-of-state students receiving tuition differential waivers are covered by this policy.

## Who Should Read This Policy

All students receiving international or out-of-state tuition waivers, as well as employees within the Business Office, Admissions Office, Registrar’s Office, Office of Academic Affairs, and Athletics Department, should be familiar with this policy.

## Contacts

Contact	Phone	E-Mail
Vice President for Student Affairs	(912) 279-5801	<a href="mailto:GKiel@ccga.edu">GKiel@ccga.edu</a>
Director of Admissions	(912) 279-5730	<a href="mailto:LLesseig@ccga.edu">LLesseig@ccga.edu</a>

## Website Address for This Policy

- <http://www.ccgga.edu/Policy/StudentAffairsPolicies.asp>
- <http://www.ccgga.edu/Prospective/OutStateStudents.asp>

## Related Documents/Resources

BOR Policy Manual - [Out-of-State Tuition Waivers](#)

## Definitions

These definitions apply to these terms as they are used in this policy:

- **Out-of-State Tuition Waiver:** The term “out-of-state tuition waiver” refers to a waiver of the difference in tuition paid by students classified as out-of-state and those classified as in-state for tuition purposes.
- **Tuition:** The term “tuition” shall be defined as payment required for credit-based instruction and related services that is charged to all students.

## Overview

Out-of-state tuition waivers were established by the BOR to allow University System of Georgia (USG) institutions to strategically recruit the best students to their campuses and to help to retain them. While “best” typically refers to academic achievements, in some cases, merit can also be determined by special talents, including, but not limited to, athletic, musical, artistic, leadership, and service. In all cases, students who receive out-of-state tuition waivers are expected to establish and to maintain strong academic records.

Out-of-state tuition waivers are one of the most valuable resources possessed by the College. The awards waive the difference between out-of-state and in-state tuition costs. Recipients of the waiver must pay in-state tuition and all applicable fees. While each waiver is granted for a specific period of time (generally the designated length of a degree program), maintaining a waiver always depends on a student’s success in meeting certain specified criteria.

### I. When Tuition Waivers May Be Approved

Pursuant to BOR Policy Manual Section 7.3.4.1, the College may award out-of-state tuition differential waivers and assess in-state tuition for certain *non-Georgia residents*. Specifically, the College may approve tuition differential waivers for superior

international students and out-of-state students selected by the President of the College or an authorized representative, provided that the number of such waivers in effect does not exceed two percent (2%) of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.

## II. **The Process for Granting Tuition Differential Waivers**

The following guidelines will be followed in determining whether tuition differential waivers will be granted.

- a. Determination of Available Waivers. During the fall semester, the Vice President for Student Affairs will determine the number of waivers available to the College for the next academic year based upon current enrollment information confirmed by the University System of Georgia. Once this number has been established, the President of the College will be notified.
- b. Request for Waivers. After receiving the total number of waivers available for the academic year, the President will solicit recommendations on the proper allocation of these waivers from the Athletic Director, Vice President for Academic Affairs and Vice President for Student Affairs.
- c. Submission of Recommendations. By April 1 of each academic year, recommendations regarding students who should receive tuition differential waivers shall be provided to the President.
  - All students seeking tuition differential waivers under this policy must complete an application for a tuition differential waiver and agree to the expectations outlined in paragraph IV, below.
  - Requests for tuition differential waivers for out-of-state students that are based upon academic achievement and/or enrichment of the campus community will be submitted in writing by the Vice President for Academic Affairs, along with a completed application for each student being recommended.
  - Requests for tuition differential waivers for out-of-state students that are based upon athletic achievement will be submitted in writing by the Athletic Director, along with a completed application for each student being recommended.
  - Requests for tuition differential waivers for out-of-state students that are based upon reasons other than academic or athletic achievement will be

submitted in writing by the Vice President for Student Affairs, along with a completed application for each student being recommended.

- d. Granting of Waivers. After reviewing all recommendations from the Athletic Director, Vice President for Academic Affairs and Vice President for Student Affairs, the President will notify the Registrar of all students who were approved for tuition differential waivers.
- All students receiving tuition differential waivers under this policy will be notified in writing by the Registrar of the award and the terms and conditions under which the award is being made, including the duration of the award and the renewal process.
  - The allocation of tuition differential waivers may vary from year to year, and will be made in accordance with the strategic priorities of the College.
  - If, following the President's initial allocation decision, additional waivers remain, those unused waivers may be redistributed to other Offices or Departments for use.
  - Further, if a student receiving a tuition differential waiver graduates or otherwise leaves the College at any time during the Fall semester, that waiver may be reallocated at the discretion of the President for a new or returning student attending the College during the Spring semester.

### III. **Duration of Waivers**

The granting of tuition differential waivers is subject to annual renewal. Further, a student may be approved for a tuition differential waiver and subsequent renewal only for the designated length of the degree program in which the student is enrolled. In no event may a tuition differential waiver be granted to a student for longer than four (4) years. All exceptions to these limitations must be approved by the President upon a showing of good cause.

### IV. **Continuing Eligibility for Tuition Differential Waivers**

Students previously granted tuition differential waivers must continue to meet all eligibility requirements established by the College. Accordingly, the following guidelines are established:

- a. Requirements. In order to continue to be eligible for a tuition differential waiver, students must meet the following requirements:

- *Full-Time Student Only.* In order to receive a tuition differential waiver under this policy, a student must be enrolled full-time at the College. Generally, this means that a student must be enrolled in a minimum of twelve (12) semester hours of coursework during the semester for which the waiver has been approved. However, students enrolled in the Nursing program must be enrolled in a minimum of nine (9) semester hours of coursework during the semester for which the waiver has been approved. If a student receives a waiver and does not register for the minimum number of semester hours of appropriate coursework by the initial fee deadline, the tuition differential waiver shall be forfeited and the student billed at the out-of-state tuition rate.
  - *Academic Standing.* All students receiving tuition differential waivers based upon academic achievement must maintain a minimum cumulative grade point average of not less than 3.0 in order to remain eligible for future waivers. A student who registers for a future semester with a tuition differential waiver, but whose current semester academic performance is not satisfactory, may lose the waiver for the next semester and be billed at the out-of-state tuition rate should the minimum grade point average not be attained.
  - *Athletic Eligibility.* All students receiving tuition differential waivers based upon athletic achievement must remain fully eligible to participate in athletic events.
- b. Monitoring and Loss of Eligibility. The Office or Department that originally requested the waiver on behalf of the student shall carefully monitor all eligibility requirements identified above and ensure the student is notified immediately if eligibility is at risk. Students who are no longer eligible for a tuition differential waiver will be notified of this fact by the Office or Department that requested the waiver on behalf of the student.

V. **Recordkeeping**

All requests for tuition differential waivers, as well as the final determination of those requests, will be maintained by the Registrar's Office for a period of not less than three (3) years from the date on which the final decision was rendered. This will include all student applications, recommendations for tuition differential waivers, and approval letters issued to receiving students.

## Responsibilities

The responsibilities each party has in connection with this policy on tuition waivers are:

Party	Responsibility
Vice President for Student Affairs	Ensure compliance with this policy.
Director of Admissions	Ensure compliance with this policy.
Registrar	Ensure compliance with this policy.
Athletic Director	Provide recommendations regarding tuition differential waivers for superior out-of-state students based upon athletic achievement.
Vice President for Academic Affairs	Provide recommendations regarding tuition differential waivers for superior out-of-state students based upon academic achievement.

## Forms

[Application for Tuition Differential Waiver](#)

## Appendices

None