

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 5-1-515.1

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PROCEDURE TITLE: FOUR PERCENT FEE WAIVER

BASED ON POLICY: 5-1-515

REVISION NUMBER: 3

**OFFICE OF
RESPONSIBILITY:** ADMINISTRATIVE SERVICES



PRESIDENT

November 30, 2012

DATE

PURPOSE

The purpose of this procedure is to describe the method of budgeting, awarding, and administering the College's 4% tuition waiver policy.

PROCEDURE

1. The Strategic Leadership Team is responsible for determining tuition fee waivers each year based on the following considerations:
 - a. Institutional recruitment goals
 - b. Student leadership and student organization development goals
 - c. Availability of College funds
 - d. Demonstrated student needs
2. The total awards amount for the 4% waiver may not exceed 4% of the total tuition fees collected by the College each year as defined by the SBTCE Procedure 7-2-101.2, page 7. The Administrative Services Division will monitor compliance with this limitation.
3. The Financial Aid Office is responsible for awarding Student Fee Waivers based on the annual budget award and criteria as outlined above.