



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Received APPROVED

TO: Dr. Monty Sullivan
LCTCS President
FROM: Dr. Emily Campbell
Chief Enrollment Management Officer
Joseph Marin
Chief Operations Officer

Slk 4/10/19
LCTCS BOARD OF SUPERVISORS

SUBJECT: For Review and Advisement: Revisions to LCTCS Policy #5.025, Tuition Discounts and Waivers

DATE: 03/25/2019

FOR REVIEW AND ADVISEMENT:

Recommendation: Staff recommends that the Board approve the attached revisions to Policy #5.025, "Tuition Discounts and Waivers."

Background: Recognizing the long-standing tradition in higher education of strategic tuition discounting to grow enrollment, Policy #5.025 authorizes LCTCS colleges to charge lower tuition rates to students in certain situations and provides procedures for the awarding of waivers and exemptions. Following positive enrollment results from Board-authorized system-wide institutional aid pilots in AY 2017-18, in June 2018, the LCTCS Board amended the section on "Chancellor Waivers" in an effort to grant greater discretion to college leaders in the awarding of targeted tuition waivers.

Since then, college personnel, System Office staff, and college Chancellors, have reviewed the entire Policy. This review has resulted in a proposed re-vamp. The proposed revisions include: (1) renaming the Policy "Institutional Aid;" (2) articulating that one of the main goals of providing institutional aid is to "achieve a diverse student population reflective of the people of Louisiana;" (3) setting forth an all-encompassing definition for what institutional aid is; and (4) broad guidelines for the administration of institutional aid. The proposed revised Policy keeps the language adopted by the Board in June 2018, which requires Chancellors to submit an "Institutional Aid Plan" that outlines the total dollar amount that may be utilized for institutional aid for the upcoming academic year, along with targeted, estimated enrollment numbers. The proposed revised version also keeps the institutional aid cap of 10% of the prior fiscal year's tuition and revenue collected, as promulgated by the Board in June 2018.

History of Prior Actions: Policy #5.025 was approved by the Board on 08/10/2005. Revisions to the policy were approved by the Board in June 2018.

Fiscal Impact: Up to 10% of the prior fiscal year tuition and fee revenue collected.

Benefits to the System: The revisions to Policy #5.025 will provide college leaders with greater flexibility to respond to local needs and grow enrollment that is reflective of the people of Louisiana.

Monty Sullivan signature
Approved for Recommendation to the Board
Dr. Monty Sullivan

4-10-19
Date

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Creating Futures

Monty Sullivan
System President

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**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 5.025**

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**Title: INSTITUTIONAL AID TUITION**  
**DISCOUNTS AND WAIVERS**

*(Note: to supersede LCTCS Policy # I.2.009, Guidelines for  
Scholarships Using State Funds)*

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Authority: Board Action

Original Adoption: 08/10/2005

Effective Date: 08/10/2005

Last Revision: 06/13/2018

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*This policy is in accordance with the Louisiana Postsecondary Education Tuition and Fee Policy, Tuition Discounts and Waivers, adopted by the Board of Regents on April 28, 2005, as follows: Charging lower tuition rates to graduate students serving as graduate or research assistants, as well as certain nonresident undergraduates recruited for their special talents, including academic, performing arts and athletic abilities, has long been a common practice at universities across the nation. In order to improve Louisiana's competitiveness in recruiting qualified and desirable undergraduate and graduate students from both in-state and out-of-state, system management boards are authorized to adopt tuition discounting and waiver policies consistent with the desired student body profile of its campuses and the Master Plan for Postsecondary Education. These policies should be judicious in order to minimize loss of income.*

LCTCS colleges are authorized to charge lower rates to students recruited for the special talents, including academic, performing arts and athletic abilities subject to the guidelines set forth below. **Tuition discounting and waivers must be consistent with the desired student body profile of the campus and the Master Plan for Postsecondary Education. These waivers should be judicious in order to minimize the loss of income.**

Before allowing fee waivers or discounts, each college or campus must develop procedures and criteria by type of waiver and forward a copy to the Office of the System President for review and reference. All waivers and discounts must be properly documented and easily auditable.

*Definitions*

1. "Tuition" or "tuition and fees" as used in this policy shall include tuition and all mandatory fees.
2. "Waivers" as used in this policy are exemptions of a portion, or all of the tuition and mandatory fees assessed by the institution to the student. These waivers or discounts generally reduce revenue that would otherwise be due to the institution.
3. "Scholarships" are not addressed in this policy because they refer to tuition, fees and other student costs paid to the student, or on behalf of a student, by a third party or third-party entity such as federal, external grants or private sources. Scholarships do not generally reduce revenue due to the institution.

Funds allocated by LCTCS institutions for student waivers and exemptions will be granted and distributed using the following guidelines:

1. All waivers and discounts must be properly documented, easily auditable, and reflected within the College's financial system. Tuition waivers or fee discounts should be recorded as tuition revenue with an equal off-set to the allowance account per the requirements of GASB 34.
2. Waivers and discounts allocated from the College's budget are available primarily for Louisiana residents. Non-resident students are eligible only as specifically indicated.
3. With the exception of TOPS Scholarships, no students may receive more than one fee waiver funded with state funds (including SGA waivers) during any semester.
4. No waiver can exceed the amount of tuition and mandatory fees incurred by the student.
5. All waivers, as noted below, must be approved by a college waiver committee; waivers requiring subject matter expertise may be recommended to the committee by the appropriate faculty or staff member of the College.
6. The appropriate campus office, such as the Office of Scholarships or Office of Student Financial Assistance, will oversee the actual granting of all waivers and discounts to students, including Chancellor's waivers. Complete documentation must be available for each waiver in the appropriate campus office within the student's financial aid file.
7. Annually, each college must submit for review by the Board: 1) number of budgeted waivers and discounts by type of waiver for the current fiscal year and 2) actual dollars waived and number of waivers and discounts, by type of waiver, and 3) a grand total in waiver dollar values for the most recent fiscal year ending June 30. This report will be submitted to the Board under separate cover, at the same time the budgets are submitted each year.

Each college may grant the following waivers based upon available funds:

### **Academic, Honors, and Leadership Waivers**

#### *Adult Students (out of high school 5 or more years)*

Each institution may grant waivers to adult students who show promise of outstanding performance. These waivers may be granted to full or part-time beginning students who have been out of high school for five years. The recipient must demonstrate outstanding performance on the job or at the last educational institution attended. A written recommendation from the student's employer, a community leader, or faculty member who has taught the student recently must also be required by the college.

#### *Continuing Students*

Each institution may grant waivers to continuing college students with an average G.P.A. of 3.0 or greater on a 4.0 scale.

### *First Time Freshmen*

Each institution may grant waivers to high school graduates who have demonstrated strong academic records consisting of the following: 1.) G.P.A.'s of 2.5 or greater on a 4.0 scale, and 2.) the recommendation of two high school faculty members who have taught the student as a part of his or her high school experience. Consideration of these waivers should be given to students who have demonstrated strong student leadership (i.e. student government leaders, yearbook/newspaper editors, etc.).

### *Student Government Association Waivers*

Waivers of in-state tuition, exclusive of student self-assessed fees, may be granted to the four highest ranking (president, vice-president, secretary, treasurer) SGA officers not to exceed the cost of four full-time equivalent students. The waiver of tuition may remain in effect for the duration of the respective terms of office. Out-of-state tuition may be waived for the SGA president only. Institutions with more than one SGA, or with SGA's on different campuses, may allow up to the equivalent of four full-time waivers per campus SGA.

### **Concurrent Enrollments: Cross Enrollment and Dual Enrollment Waivers or Discounts**

Each institution may provide waivers for students who may be enrolled in circumstances of Concurrent Enrollment: Cross Enrolled or Dually Enrolled.

Until such time as statewide agreements regarding uniform financial transactions can be uniformly established across all of Louisiana Higher Education, each college is cautioned that these Cross and Dual Enrollment Waiver Agreements should be carefully drafted in accordance with BOR Academic Policy, the Board of Regents Master Plan for Postsecondary Education, and they must be revenue neutral for the college.

### **Interecollegiate Athletics Waivers**

#### *Athletic Waivers*

Each college participating in intercollegiate athletics may grant waivers to team participants accounting to the National Junior College Athletic Association limited on number and value of waivers.

No more than 50 percent of athletic waivers (based upon FTE) may be granted to out-of-state students. Out-of-state waivers in excess of this number may be granted if funds are from sources other than State appropriated or tuition funds.

In accordance with Louisiana R. S. 17:1791, no student in any state college or university, who is granted an athletic waiver at such institution and who is not of this state, shall be assessed, charged, or required to pay any tuition or fees in any amount in excess of that which is assessed and charged to students who are residents of this state.

## **Out-of-State Waivers**

### *Gifted and Talented Students*

~~In order to continue to improve Louisiana's competitiveness in recruiting highly motivated, gifted and talented students and workers, waivers for highly qualified out-of-state students (G.P.A. of 3.0, ACT of 19.5 and three written faculty recommendations) may be granted. Waivers must be limited to students whom the college has specifically recruited for their special talents (i.e. including academic, performing arts, and/or athletic abilities). College-wide criteria must be established, advertised and uniformly implemented in the granting of these waivers.~~

## **Chancellor Waivers**

In an effort to ensure access to the two-year college mission, meet workforce needs in our state, and achieve a diverse student population reflective of the people of Louisiana, LCTCS colleges are authorized to reduce the cost of attendance through the awarding of institutional aid. Institutional aid includes, but is not limited to, waivers, exemptions, discounts, and scholarships. Such practices should be judicious and strategic.

~~Chancellors may grant tuition waivers to a limited number of students, at their discretion. A uniform application process is required. Waivers may be granted on a one-semester basis; but, the waiver may be continued at the Chancellor's discretion at the conclusion of one semester of course work. Reasons for granting these waivers must be documented in the student's financial aid file. Annually, before the beginning of an academic year, Chancellors must provide to the System President an "Institutional Aid Plan" that outlines the total dollar amount that will may be utilized for Chancellor Waivers institutional aid for the academic year and targeted, estimated enrollment numbers. The total amount of waversinstitutional aid provided by a college in a given fiscal year shall not exceed 10% of the prior fiscal year tuition and fee revenue collected.~~

Funds allocated for institutional aid will be administered using the following guidelines:

1. Institutional aid must be properly documented and easily auditable.
2. The Financial Aid Office must be advised of any form of institutional aid applied to a student's account.
3. Annually, with the submission of fiscal year budgets, each college must submit to the LCTCS Board of Supervisors the number of budgeted waivers and discounts by type of waiver for the current fiscal; actual dollars waived and number of waivers and discounts, by type of waiver; and a grand total in waiver dollar values for the most recent fiscal year ending June 30.

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE  
SYSTEM Policy # 5.025**

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**Title: INSTITUTIONAL AID**

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Authority: Board Action

Original Adoption: 08/10/2005

Effective Date: 08/10/2005

Last Revision: 06/13/2018

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