



Florida Agricultural & Mechanical University Board of Trustees Policy

Board of Trustees Policy Number: 2007-01		Date of Adoption/Revision: May 24, 2007	
Subject	Student Fee Waiver Policy		
Authority	Section 1001.74, Florida Statutes		
Applicability	Degree-seeking undergraduate and graduate students		

1. Purpose

To support and enhance the mission of the University and assist qualified students in defraying the cost of higher education, the Board of Trustees hereby adopts this policy governing any waiver of tuition for such students as qualified by these provisions. Such waivers shall cover the tuition or out-of-state portion of assessed fees only. Out-of-state tuition waivers are awarded based on the availability of funds and the University's objectives regarding recruitment, retention, diversity and service.

2. Priorities for Waivers

The priority for granting fee waivers is as follows:

- A. Academically talented students who are recipients of a University academic scholarship at the time of application.
- B. Students in specified academic disciplines that will enhance the diversity of the University's enrollment. The University's Divisions of Academic Affairs and Student Affairs (Enrollment Services) will identify academic disciplines and programs that meet this priority requirement based on the University's Strategic Enrollment Management Plan.
- C. Specific populations of students the University believes will support the goals of its strategic plan. The Division of Student Affairs Enrollment Services unit will identify specific populations of students whose enrollment will support the goals of the University's strategic plan.
- D. Students who can document urgent situations that have created a financial hardship. Such situations include, but are not limited to, death, natural disasters or a loss of income or wages.
- E. Students involved in extracurricular, athletics or arts programs that support the student-life functions of the University.
- F. Waivers authorized by Section 1009.25, Florida Statutes, or other applicable law.

3. Eligibility

A. To be eligible, students must meet the following criteria:

1. Be admitted as a degree-seeking student during the semester in which the waiver is sought.
2. Be enrolled full-time during the semester in which the waiver is sought.
3. Complete a Waiver Application. Applications are available on the University's website,

www.famu.edu, and in the Enrollment Services, Financial Aid, Admissions, Recruitment, and Registrar offices.

4. Possess a minimum grade point average of 2.50 at the time of the Waiver Application, except student-athletes who must meet the requirements set forth by the Athletics Director.

4. Guidelines

- A. A student may not receive a waiver for more than twelve (12) credit hours.
- B. Subsequent changes in a student's class schedule may result in a change in the amount of waiver granted and consequently the student's financial obligation.
- C. All Waiver Applications for student athletes must be filed by the Athletics Department staff member assigned to award athletic aid.
- D. The fee waiver will only cover the tuition (per credit hour) assessed fees. The student is responsible for credit hours in excess of the approved waiver amount and any additional charges assessed (housing fees, parking fees and related fees).
- E. Waivers will not cover any dropped classes. The student will be responsible for any fees assessed as a result of dropped classes.
- F. Fee waivers may be used for graduate assistants and fellowships. The assistantship must be at least a .25 FTE appointment.
- G. The Student Affairs and Fiscal Affairs Divisions will develop a budget each year to address the amount of fee waivers that may be granted.

5. Cancellation of Fee Waiver

The University reserves the right to cancel fee waivers for the following reasons:

- A. The student's class schedule drops below the required academic load.
- B. The student withdraws from the University.
- C. The student terminates the assistantship.

6. Procedures

The annual fee waiver allocation is calculated by the Budget Office. The allocation shall be based on, but not limited to, the following factors: enrollment, the prior year's utilization, and the financial aid need of the University.

The Vice President for Student Affairs and Vice President for Administrative and Fiscal Affairs in consultation with the University Provost, Associate Vice President for Enrollment Services, Dean of Graduate Studies, Director of Financial Aid and Scholarships, and the Athletics Director will submit a fee waiver allocation recommendation to the President for approval.

The Associate Vice President for Enrollment Services, Dean of the Graduate School and Athletics Director shall send the Director of Financial Aid and Scholarships the names of all students approved for waivers. The Director of Financial Aid and Scholarships reviews the distribution of fee waivers to verify that the awards are within the allocation.

Notification to students of their fee waiver allocations will be sent from the office approving the allocation.

All preceding actions must be accomplished in a timely manner, as specified in these procedures

and the Waiver Application to enable student notification by the appropriate deadline.