

Williston State College Waivers

Revised 5.1.16

Unless otherwise noted:

- All requests for waivers are due by the 4th official day of the term for which a waiver is requested.
- The FORMS for all WSC waivers applications can be found out <http://www.willistonstate.edu/Current-Students/Student-Financial-Payments.html>
- Submit waiver application forms to the office of Student Accounts. Athletic waiver forms are to be obtained from and submitted to the Athletic Department.

Athletic Tuition Waivers

1. Must be an eligible member of a Williston State College athletic program.
2. Complete the athletic waiver form one week prior to the first day of the term for which the waiver is requested and submit to the office of the athletic director.
3. Selection is made by athletic director and coach, and verified with NJCAA guidelines. A letter of intent is mailed to all recipients of the Athletic Tuition Waiver.
4. Fees are not waived and are the responsibility of the student.
5. The WSC Athletic Director shall forward copies of signed letters of intent to the Financial Aid office by the 1st official day of the applicable term(s). Financial Aid shall route waiver information to Student Accounts.

Amount: 10

Authorizing Department: Athletic Director

Processing & Compliance Department: Student Accounts

Cultural Diversity Tuition Waivers

Purpose: To provide educational opportunities to students from but, not limited to cultural, racial, or ethnic groups which have been historically under-represented.

All applicants of the Cultural Diversity Tuition Waiver must complete all parts of the essay question including: 1) Parentage and family background, 2) Financial need, 3) Career Goals.

This needs-base waiver requires a recent FAFSA on file with the student financial aid office. Students must have an official EFC and not be in verification.

Applications are due March 15 for the next academic year and are completed through the STARS data base: <http://www.willistonstate.edu/Future-Students/Financing-Your-Education/Financial-Aid/Scholarships/Scholarships-Online-Application.html>

If awarded this scholarship the applicant must commit to joining the Cultural Diversity Club at Williston State College for the course terms in which the waiver is being awarded.

GPA Status of 2.0-2.5 will receive 1/2 tuition waiver, fees are the responsibility of the student.

GPA Status of 2.5-3.0 will receive full tuition waiver, fees are the responsibility of the student.

Amount: 15

Authorizing Department: Cultural Diversity Committee

Processing & Compliance Department: Student Accounts

Staff Tuition/Fee Waivers

1. Employee waivers are consistent with SBHE policy 820. Employee tuition and certain fees for a "benefited employee," as that term is defined in Policy 703.2. The waiver or payment shall be limited to no more than three approved for-credit NDUS undergraduate and graduate courses during each calendar in any combination of subsections 1, 2 and 3 as follows:
 - a. For courses taken at the campus of employee regardless of delivery type: 100% tuition and fee waiver is provided, with the exception of the CND, NDSA, DE access fees, program and course fees which shall be paid by the employee.
 - b. For courses taken at another NDUS campus, other than the campus of employment, regardless of delivery type: a system-wide fixed 50% **employer paid tuition assistance**, with the employee paying the remaining 50% of tuition and 100% of all fees.
 - c. For NDUS office and Core Technology Services (CTS) staff a 100% tuition and fee waiver shall be provided for a traditional course, with the exception that the employee shall pay the CND, NDSA, program and course fees. Traditional Course is a face-to-face course offering on a campus, where the employee and instructor are in person, including IVN courses where employee and instructor are physical face-to-face; and employer shall provide a system-wide fixed 50% tuition assistance payment with the employee paying the remaining 50% of tuition and 100% of all fees, for all other courses.
2. For approved courses taken from non-NDUS institutions, the assistance shall be determined by the employer, and is not subject to provisions of subsection 3.b. above.
3. For courses taken at the request of the employer, from either a NDUS or non-NDUS institution, the waiver or assistance provided shall be determined by the employer, and is not subject to the provisions of subsection 3.b. above.
4. Employees may be released from work for one face-to-face class each academic term with approval of the employee's supervisor or department head, if it does not interfere with completion of essential job duties and essential work of the institution.
5. Employees must not have an overdue account balance.
6. For tuition waivers, complete registration for class(es) through PeopleSoft, then submit the "NDUS Application for Employee Tuition Waiver/Assistance" form to the Office of Human Resources. The Request must also be signed by a supervisor and routed to Student Accounts prior to the 4th day of the course(s) term.
7. For tuition assistance, submit the "NDUS Application for Employee Tuition Waiver/Assistance" form to the Office of Human Resources prior to course registration. The Request must also be signed by a supervisor and routed to Student Accounts prior to the 1st day of the course(s) term.

Authorizing Department: Director of Human Resources

Processing & Compliance Department: Student Accounts

Spouse/Dependent Tuition/Fees Waivers

1. Eligible dependents are defined as (a) The spouse of the employee or, (b) A child who is related to the employee as a natural child, a child placed for adoption, a legally adopted child, a child for whom the employee has legal guardianship, a stepchild, or a foster child, under the age of 26. Eligible dependents do not include the spouse of an adult dependent child.
2. WSC, NDUS office and CTS employees may elect to transfer some or all of their three waivers per calendar year to their dependent spouses or children.

3. In addition to a transfer of staff waivers, dependents of item #2 above shall receive a 50% tuition and fee waiver (waiver excludes CND, NDSA, DE Access, program and course fees) for-credit courses regardless of delivery method. This benefit is available at the employee's campus of employment only.
4. There is no limit on the number of qualifying dependents utilizing the benefit at any time. Only one benefit per dependent in instances when married spouses work at the same institution.
5. Employees, nor their dependents, may have an outstanding student account balance.
6. Submitted forms must include documentation of dependency status, such as financial aid reports, insurance records, birth/marriage certificates, tax records, etc.
7. Per NDUS procedure 805.1 High School Students Enrolled in College Courses, a waiver of the tuition or of the fees is not permitted for high school students enrolled in college degree credit classes under either the subsidized or unsubsidized tuition rate.

Authorizing Department: Director of Human Resources
Processing & Compliance Department: Student Accounts

North Dakota University System Statutory Waivers

*Proof of dependency status, such as insurance records, birth certificates, tax records, court approved guardian/adoption papers, are required with submitted applications for North Dakota University System Statutory Waivers.

Institutions shall waive tuition or fees as follows:

State Board Higher Education Dependent Waivers

Tuition and fees of the student member of the Board;

Firefighter, Emergency Medical, Peace Officer Dependent Waivers

Pursuant to N.D.C.C. §§ 15-10-18.4 and 15-10-18.5, tuition and fees shall be waived for survivors of firefighters, emergency medical services personnel or peace officers who died as a direct result of injuries received in the performance of official duties, subject to the limitations stated in those statutes;

Authorizing Department: NDUS per established guidelines.
Processing & Compliance Department: Student Accounts

Veteran Dependent Waivers

Pursuant to N.D.C.C. §§ 15-10-18.2 and 15-10-18.3, tuition and fees shall be waived for dependents of resident veterans who were killed in action, died of service-related causes, were prisoners of war or declared missing in action, subject to the limitations stated in those statutes.

- a. A copy of the Veteran's DD214 (Report of Separation from active duty and documentation verifying that the student is a dependent of the veteran must be submitted with the application.
- b. If the veteran is deceased, verification must be provided that the child's other parent has been a resident of this state and was a resident of ND at the time of death or

determination of total disability of the veteran. Or, if the child's other parent has established residency in North Dakota and maintains residency for a period of five years immediately preceding the child's or stepchild's enrollment at an NDUS Institution;

Authorizing Department: Academic Records
Processing & Compliance Department: Student Accounts

National Guard Waivers

Pursuant to N.D.C.C. ch. 37-07.1, tuition shall be waived for qualified members of the National Guard, subject to the limitations stated in that chapter and National Guard rules; under the terms of the agreement 25% of tuition for qualified guardsmen/women is waived. A waiver form is not required. The National Guard will communicate directly to the WSC office of Student Finance.

Authorizing Department: State Office of National Guard
Processing & Compliance Department: Student Accounts

Application Fee Waiver

Effective January 1, 2002, the application fee for admission at the undergraduate or graduate level at all institutions is \$35.00. The fee shall not be assessed when a student admitted and enrolled at one NDUS institution is enrolled as a collaborative student in a class or classes offered by another NDUS institution. A request for a waiver of the application fee as provided by SBHE policy 805.3 must be in writing, explaining the reason or reasons for the request, and must be submitted to the institution president for approval or denial.

Authorizing Department: Office of the President
Processing & Compliance Department: Student Finance

Senior Citizen Waiver

Students age 65 or older may receive a 100% tuition and fee waiver (excludes CND and NDSA fees) of audited coursework. Submitted waiver forms must include a copy of a federal- or state-issued ID. CND and NDSA Fees are the responsibility of the student.

Authorizing Department: NDUS per established guidelines.
Processing & Compliance Department: Student Accounts

Presidential Waiver

Purpose: To provide educational opportunity and English language & cultural enrichment to international students. Recipients of the Presidential Waiver shall participate in academic, work-experience, and social activities designed to enhance English skills of the foreign-speaking learner. Tuition and all mandatory student fees.

Authorizing Department: Office of the President
Processing & Compliance Department: Student Accounts