

TUITION & FEE WAIVER GUIDELINES

These guidelines are for instructional departments to request waiving tuition and/or institutional fees (Technology/Resource or Transportation Fees) on Credit or Noncredit classes.

Tuition	<u>Free</u>	<u>Free</u>	<u>Free</u>	<u>Free</u>
Tech/Resource Fee	<u>Free</u>	Charged	Charged	<u>Free</u>
Transportation	<u>Free</u>	Charged	<u>Free</u>	<u>Free</u>
Department Fee	<u>Free</u>	Charged	Charged	Charged
Credit	Form needed	Form needed	Form needed	Not allowed
Non-Credit	No Form needed	No Form needed	Form needed	Not allowed

Note: Any category that is not listed above requires a special discussion with the Office of Instruction and Student Services (OISS).

If the instructional department is requesting waiver of tuition and/or fees for more than one term in the academic year, the form must contain information for the current term's sections. If approved, subsequent terms in the academic year do not require a form to be submitted but the CRNs, subject codes, course numbers, and course titles for each section must be sent to Darlene Baker in Enrollment Services via email. Please CC: Gloria Vanderhorst on the email.

Electronic copies of these guidelines and the updated waiver request form are available from Gloria Vanderhorst in OISS, via email request OR on the OISS website at:

<http://www.lanecc.edu/oiss/resources.html>

Credit classes:

Fill out the waiver request form and send it to the Office of Instruction and Student Services (OISS).

Existing section built before Advance Registration opens:

The deadline to turn in the form is three weeks before Advance Registration starts for the term you want the tuition or fee waiver to be implemented. This gives three weeks from OISS to Enrollment Services implementation.

New section added after Advance Registration opens:

The form must be turned into OISS at least one week before students are expected to register in the class section.

New class:

The class must be approved by the Curriculum Approval Committee (CAC).

Unfortunately the timing on this does not always coordinate well with the start of

Advanced Registration, so no exact deadline exists for this circumstance. The form must be turned into OISS at least one week before students are expected to register in the class section.

If the Tuition & Fee Waiver Request is approved by OISS and a tuition or fee change is made to the class...then it can be opened for registration to students. Students should not register before the waiver request is approved. OISS will keep the original request, a copy is sent to Enrollment Services, and a copy is sent back to the department making the request. The department will be notified by email when the change has been made.

If the request is not approved the original form will be returned to the requesting department.

Noncredit classes:

Three weeks before Advance Registration starts does not fit with the wide variety of how classes are offered in the noncredit areas. Community needs and instructor availability can happen at any time during the 'term', therefore the timeline is 1 week before students are expected to register.

Classes that do not require a form:

Email Lida Herburger in Continuing Education. Include the CRN, subject code, course number, and course title, and whether you want the class to be a totally free noncredit class OR a noncredit class with only tuition waived (institutional and departmental fees charged). Make sure you include in your email whether there are departmental fees or not.

After a tuition or fee change(s) is made to the class...then it can be opened for registration to students. Students should not register before the tuition or fee waiver is implemented.

The department will be notified by email when the change has been made.

Classes that require a form:

Fill out the waiver request form and send it to the Office of Instruction and Student Services (OISS).

If the class is approved for a Tuition or Fee Waiver by the OISS, the tuition or fee change is made to the class...then it can be opened for registration to students. Students should not register before the tuition or fee waiver is implemented. OISS will keep the original request, a copy is sent to Enrollment Services, and a copy is sent back to the department making the request. The department will be notified by email when the change has been made.

If the request is not approved the original form will be returned to the requesting department.