

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 50.32, **Waiver of Fees for Regional Campuses, Internet Courses, and Off Campus Instruction**

PURPOSE: The purpose of this Health Sciences Center Operating Policy/Procedure (HSC OP) is to outline the policy and procedure for obtaining and authorizing off-campus student fee waivers for internet and off-campus courses.

REVIEW: This HSC OP will be reviewed on August 1 of each even-numbered year by the Director of Student Business Services, with recommendations for revisions forwarded to the Executive Vice President of Finance and Operations.

POLICY/PROCEDURE:

Section 54.5035 of the Texas Education Code gives the governing board of an institution of higher education the authority to waive a mandatory or discretionary fee it is authorized to charge if the Board determines that:

1. The student is not reasonably able to participate in or use the activity, service, or facility for which the fee is charged.
2. It is in the best interest of the institution or is critical to the viability of an academic initiative for a specific category of students.
3. The waiver of the fee will not result in the institution's inability to service a debt to which revenue from the fee is obligated or to support an activity, service, or facility for which the fee is charged.

Any student who is included in 1. and 2. above may be exempt from payment of fees charged to provide the associated activities, services or facilities on which the fee is based.

The waiver is dependent upon certification by the Chief Financial Officer that the waiver of the fee will not materially impair the ability of the institution either to service any debt on which the fee is based or to offer or operate the particular activity, service or facility supported by the fee.

Student Business Services will enter off-campus waivers on student accounts in Banner based on information submitted by the Schools at TTUHSC. Program Directors should send lists of students eligible for off-campus waivers to Student Business Services each semester. These lists should include the student's Banner ID (R#), designate the campus location of the student, if the student is enrolled in an internet-based program, and indicate if the student is doing off-site clinical rotation.

The Board has delegated the authority to approve exemptions and waivers to the President or the President's designee.

All waivers authorized by Texas Education Code, Section 54.5035, will be approved biennially or as needed for revisions ~~annually~~ by the Chief Financial Officer and the President of TTUHSC. These waivers will be included in the Global Fee Supplemental Document, www.fiscal.ttuhscc.edu/studentbusserv/description_of_tuition_and_fees.aspx