



Policy & Procedure No. 5.021
Nunez Community College

Title: Tuition and Fees Hardship Waiver

Effective Date: 2-22-2019

Last Revision Date: 8-13-2022

Cancellation:

Department/Office: Business Affairs

Tuition and Fees Hardship Waiver

PURPOSE

To address cases of financial need to be applied to tuition and fees and increases when specified by Legislation, including Academic Excellence Fee and the Operational Fee.

SCOPE

This policy applies to Nunez continuing credit students deemed eligible to receive waivers through determination of needs criteria.

DEFINITION

Continuing students who face a financial hardship caused by an increase in tuition and fees, including the Academic Excellence and Operational fees may apply for a Hardship Waiver. The waiver provides a continuing student the opportunity to appeal for a waiver of the tuition and fee increase. If the waiver is approved, the student's cost will be reduced by the amount of the tuition and fee increase over the prior year's rate. This only applies to the semester for which the student requests the waiver.

Criteria for Eligibility for Tuition and Fee Increase Fee Waivers

- The determination of need will be based on the income and need tables or indexes as established by the federal financial aid assessment process, state residency, and academic eligibility for financial aid.
- Criteria for eligibility for the tuition increase waiver will include students who apply and whose tuition and fees are not covered, or covered fully, by another source of financial assistance such Pell, TOPS or other grants in order of greatest need.
- Continuing student status means that the student attended a semester in the prior year and paid tuition and fee charges at that year's rate.
- Tuition and Fee increase must be over the prior Academic year's rate.



**Policy & Procedure No. 5.021
Nunez Community College**

- Have fully satisfied all prior balances on his or her student account.
- Have completed the appropriate year’s FAFSA and be considered to be achieving satisfactory academic progress necessary to maintain financial aid eligibility.
- Nunez will post the process for application for Hardship Waivers on its website

Process/Procedures for Waiver Application

Nunez Community College requires a determination of financial need, as defined by the US Department of Education for financial aid programs. The student will be eligible for a waiver equal to the amount of the unmet need that is less than or equal to the entire Operational Fee or Academic Excellence Fee, or any other tuition and fee increase.

1. Students apply for FAFSA.
2. Students contact the Bursar Office to obtain the Hardship Waiver Application (Appendix A).
 - a. Paper forms will not be accepted. The Hardship Waiver Application must be completed electronically.
3. The Bursar, upon receipt of the application from the student, calculates the difference in the tuition and fees from the previous year to determine if a waiver is warranted.
4. The Bursar Office will notify students if a waiver is not warranted.
5. If Tuition and Fees had increased over the prior academic year, the Bursar Office routes the waiver application through Financial Aid and the Business Affairs Office for processing-
6. All signatures are required on the application before the Bursar Office posts waivers based on Tuition and fees increases and unmet need.

X	Reviewing Council/Entity	Review Date	Effective Date
	Executive Cabinet	08/13/2022	
	Chancellor	08/13/2022	08/19/2022

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Forms Referenced: N/A

Distribution: Distributed Electronically via College’s Internet

Chancellor's Signature/Approval

Signature:

Chancellor

Date:

8/19/22