TITLE: Hardship Waiver of Tuition and Fees Policy

EFFECTIVE DATE: February 25, 2011
LAST REVISION: August 12, 2011
Policy No. 5.006.1

Policy Statement

State law grants authority to the Board of Supervisors of Louisiana Community and Technical Colleges to assess an academic excellence fee, an operational fee, and increase tuition at each institution under its management and supervision. In cases of financial hardship, students adversely affected may apply to have these fees and the increased tuition waived. At Sowela Technical Community College (Sowela), hardship is defined as any documentable event which prohibits an otherwise eligible student from paying the approved additional tuition increase for the semester indicated.

Eligibility Requirements:

A. Tuition/fee hardship waivers are allowed only when specified by legislation.
B. Students wishing to file an appeal must have completed a Free Application for Federal Student Aid (FAFSA). Individual need will be based upon the FAFSA application as certified by the Department of Education.
C. Students who receive grants, scholarships, and/or waivers such as Federal Pell, Taylor Opportunity Program for Students (TOPS) that meet or exceed tuition and fees will not qualify for a waiver.
D. Students who are not eligible for need-based aid must document unusual circumstances to qualify for a waiver of tuition and fees.

Students who wish to file a hardship appeal must:

- Be a Louisiana resident
- Be a full-time student
- Have filed a FAFSA (final results must have been received by the College)
- Have no prior outstanding debt due to Sowela
- Meet satisfactory academic progress standards (at least a 2.00 cumulative GPA)
- Not have received state approved tuition waivers/exemption such as National Guard, Senior Citizens, children of deceased/disabled police, and other legislative mandated tuition/fee exemptions that meet or exceed tuition and fees
- Not have received awards such as TOPS, Federal Pell, Strategies to Empower People (STEP), Louisiana GO Grant, as well as institution, private or state scholarship that meet or exceed tuition and fees
- Provide documentation of extenuating circumstances, as applicable
Submit the Hardship Waiver of Tuition and Fees Waiver Application to the Financial Aid Office at least 5 days prior to the fee payment deadline each semester or summer session for which an exemption is requested.

**Special Notes**

- A student's application for a waiver of tuition and fees will be reviewed and approved or denied by a College committee. The Committee, which will be appointed by the Chancellor, will include a faculty member, a staff member from the Office of Finance and the Director of Financial Aid. The Director of Financial Aid will serve as Chair of the Committee.
- The determination of need will be based on the applicant's Expected Family Contribution (EFC) as established by the United States Department of Education, state residency, and academic eligibility for financial aid.
- Documentation will be required and such documentation will become the property of Sowela.
- If a waiver is approved, the amount is only for the official approved tuition increase for that semester or session. The tuition waiver will be posted to the student account.
- If additional aid is received after the waiver is granted, the waiver will be canceled.
- Another application must be filed for subsequent hardship cases in subsequent semesters or sessions.
Hardship Waiver of Tuition and Fees Application

Eligibility Criteria:
- Must be enrolled full-time at Sowela Technical Community College
- Must be a Louisiana resident
- Must have applied for and accepted all Federal and State financial aid for which you qualify
- Must have completed a FAFSA and results from FAFSA must be have been received by the Financial Aid Office
- Must have tuition and fees that are not fully covered by another source of financial assistance such as Federal Pell, TOPS or other grants in order of greatest need

Instructions:
If you meet the requirements listed above, please complete all sections of this form. Please submit the completed form to the Financial Aid Office at least five (5) days prior to the payment deadline as published for the semester or summer session in which the waiver is requested. You must complete payment for all remaining tuition and fees prior to the fee payment deadline. Notification of eligibility and amounts will be made via your Sowela student email account. If this waiver is approved, the amount would relate to the official approved tuition increase and the academic excellence and operational fees for the semester or summer session for which you are applying. Another waiver application must be filed for subsequent hardship cases in subsequent semesters/sessions.

Name: ____________________________
LAST NAME FIRST NAME MIDDLE INITIAL

SID#: __________ Date of Birth: __________ Phone __________

Semester/Session for which a waiver is requested: (Circle one and indicate year)
Fall  Spring  Summer  Year: __________

List in detail the hardship (documentable event which prohibits you from paying the additional tuition increase or mandatory fee amounts) for the semester or summer session indicated. Use an additional sheet(s) if necessary.
If you are providing supporting documentation, please attach it to the completed form and submit to the Office of Financial Aid.

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

By signing below, I certify that all information presented is accurate and correct and I believe that I meet all of the above criteria for the Tuition/Fee Waiver.

Signature ____________________________ Date __________

For Financial Aid Office Use Only:
Hours Enrolled ________ Aid Received Y / N
FAFSA Received Y / N Amount of Aid Received $ ________
FAO Staff Member: ____________________________ Date: __________