



TITLE: Miscellaneous Charge Waiver/Deferral Policy

EFFECTIVE DATE: May 3, 2013

LAST REVISION: Initial

Policy No. 5.009.1

Policy Statement

SOWELA firmly believes that its primary mission is to serve students in the attainment of their academic and career objectives. It is our commitment that any miscellaneous charges and their payments never stand in the way of a student choosing SOWELA Technical Community College to pursue his/her academic goals. In cases of significant economic hardship, students adversely affected may apply to have these charges waived. At SOWELA Technical Community College, hardship is defined as any documentable event which prohibits an otherwise eligible student from paying the approved charge.

Eligibility Requirements:

A significant economic hardship includes the following extenuating circumstances:

- Temporary loss of income or employment
- Temporary loss of income or employment of a parent(s) or spouse
- Unexpected medical expenses
- Recent death of a parent, spouse or guardian
- Displacement or damage due to natural disaster
- Loss of income due to long-term disability
- Classified as a wounded warrior or a disabled veteran by the Department of Veteran Affairs
- Other extenuating circumstances not listed above will be considered at the time of review

Students requesting a Miscellaneous Charge Waiver/Deferral at SOWELA will be required to fill out the Miscellaneous Charge Waiver/Deferral Application and complete the following steps:

- Apply for Admissions by completing an online application
- Complete the Free Application for Federal Student Aid (FAFSA) or submit a copy of the student, parent, or guardian's most recent tax return and agree to complete the FAFSA upon enrollment.
- List all scholarships and aid you expect to receive and the total amount expected
- Explain how you plan to pay tuition and/or fees that are not covered by scholarships or financial aid.

Current high school students wishing to be dually or concurrently enrolled at SOWELA are not required to complete the steps above but must verify a significant economic hardship exists, such as eligibility to receive free or significantly reduced lunch.

Special Notes:

- Miscellaneous charges include, but are not limited to, COMPASS exam testing and application charges.
- Waiver requests are thoroughly documented for record keeping and records are maintained in the Business Office.

Source of Policy: N/A
Related Policy: SOWELA 5.006.1

Responsible Administrator: Business Office
LCTCS Policy Reference: N/A
LCTCS Guideline Reference: N/A

Approved by Chancellor:



Date: May 3, 2013



PRE-ENTRY CHARGE WAIVER/DEFERRAL GUIDELINES

It is our commitment that pre-entry charges and their payments never stand in the way of a student choosing SOWELA Technical Community College to pursue his/her academic goals. However, we do request you carefully and honestly assess your abilities to pay these fees and request a Fee Waiver or a Fee Deferral only when necessary.

The pre-entry fees include but are not limited to COMPASS exam fees and Application Charges. Fee Waiver/Deferral Application must be completed and submitted to the Office of Student Success located in the Administrative Building. Be sure to include appropriate documentation (see below). Falsifying information on this Application will result in immediate denial and may be grounds for sanctions as outlined under the Academic Honesty Policy

Anyone requesting a Pre-Entry Charge Waiver or Deferral at SOWELA will be required to fill out the attached Pre-Entry Charge Waiver/Deferral Application and complete the following steps:

- Apply for Admissions by completing online application
- Complete the Free Application for Federal Student Aid (FASFA) or submit a copy of the student, parent, or guardian's most recent tax return and agree to complete the FASFA upon enrollment.
- List any and all scholarships/aid you plan to receive and the amount you are generally expecting
- Explain how you plan to pay tuition and/or fees that are not covered by scholarships or financial aid.

SOWELA considers issuing fee waivers and/or deferrals to students suffering from significant economic hardship. This includes the following extenuating circumstances:

- Temporary loss of income or employment
- Temporary loss of income or employment of a parent(s) or spouse
- Unexpected medical expenses
- Recent death of a parent, spouse or guardian
- Displacement or damage due to natural disaster
- Loss of income due to long-term disability
- Other extenuating circumstances not listed above will be considered at the time of review

Approval of Pre-Entry Charge Waivers must be granted by all of the following offices: The Office of Student Success, The Office of Financial Aid, and The Business Office.

Consideration will be given to high schools or organizations wishing to apply for potential SOWELA students.

SOWELA will allow a maximum of 25 Testing Fee Waivers per semester.

COMPASS Test Fees:
\$25.00 (all sections)
\$18.00 (two sections)
\$11.00 (one section)

COMPASS Test Parts
English
Reading
Math

Once the decision has been made, the student will be notified.

- If the Testing Fee Waiver/Deferral is "**WAIVED**", the fee will be waived from the student's account.
- If the Testing Fee Waiver/Deferral is "**DEFERRED**", the fee will be deferred and either paid with Scholarship Funds, Loans, and Financial Aid or at a latter specified date.
- If the Testing Fee Waiver/Deferral is "**Pending additional documentation**", the student will need to provide additional information before a final decision is made.
- If the Testing Fee Waiver/Deferral is "**Denied**", the student is responsible for paying for testing fees before the test will be administered.



PRE-ENTRY CHARGE
WAIVER/DEFERRAL APPLICATION

Name _____ Student ID or D.O.B. _____

Address _____ City _____

State _____ Zip _____ Phone Number _____ Email _____

Semester Applying for: Spring ____ Summer ____ Fall ____ Year: ____ Completed FASFA: Yes ____ No ____

List Anticipated Aid Sources: _____ Amount: \$ _____

Current High School Student: Yes ____ No ____ If yes, do you receive Free or Reduced Lunch?: Yes ____ No ____

How will the Balance be paid? _____

Specify Charge Request: COMPASS Exam ____ Application Charge ____ Other (list) _____

Specify Request: Fee Deferral ____ Fee Waiver ____ Other (explain) _____

If Requesting a WAIVER, select your extenuating circumstance:

- Temporary loss of income or employment
- Temporary loss of income or employment of a parent(s) or spouse
- Unexpected medical expenses
- Recent death of a parent, spouse or guardian
- Displacement or damage due to natural disaster
- Loss of income due to long-term disability
- Other extenuating circumstances not listed above will be considered at the time of review

Describe the significant hardship. Please be as complete as possible. Also, attach the appropriate documentation needed to support the reason you checked above.

- Attached is the supporting documentation.
- I have reviewed the information contained in this document and **BY SIGNING BELOW, I UNDERSTAND THE IMPLICATIONS OF MY REQUEST.**

Student Signature _____

Date _____

DO NOT WRITE BELOW THIS LINE

Deferral Approved

Waiver Approved

Pending Additional Documentation

Denied

Amount \$ _____

Office of Student Success/Academic Affairs

Date

Office of Financial Aid

Date

Amy Laszcz, Bursar

Date