

## University of Louisiana System

**Title:                   HARDSHIP WAIVERS**

**Effective Date:   September 23, 2011**

**Cancellation:   February 25, 2011**

**Chapter:   Finance and Business**

### **Policy and Procedures Memorandum**

Louisiana Revised Statutes authorize the UL System Board of Supervisors to determine the tuition and fees to be paid by students, and in particular to provide for the assessment of an academic excellence fee, an operational fee, as well as certain tuition and fee increases for undergraduate and graduate students.

This policy provides guidance regarding the administration of exemptions and waivers for these and other tuition and mandatory fees, as well as ensuring that prospective students are informed of such exemptions and waivers in a timely manner.

Institutions shall develop a waiver policy for all tuition and mandatory fees, that include the requirements as specified in this policy.

#### **I.       AUTHORIZATION**

All tuition and fee increases, regardless of source, shall only be implemented with the approval of the UL Board of Supervisors; and all requests for such increases shall include specific waiver and/or exemption criteria.

## II. ELIGIBILITY

### A. CRITERIA

1. In order to qualify for hardship waivers, students must
  - a) be a Louisiana resident; and
  - b) be a full time student; and
  - c) maintain continuing academic eligibility for federal financial aid; and
  - d) qualify for Pell Grant as determined by the Department of Education (undergraduate students only).
2. The institution's policy shall identify any additional academic and financial status requirements students must meet.

### B. OTHER GUIDELINES

1. The cost of attendance is defined as an estimate of the student's educational expenses for a period of enrollment, pursuant to Title IV; and must be greater than the amount that may be available to the student from all forms of financial assistance.
2. The waiver cannot be used in connection with other scholarships and waivers that exempt the same fees.
3. The institution's policy shall clearly state the term or duration of the waiver and students shall also be advised if waivers are available during the summer semester/quarter.

## III. APPLICATION PROCESS

Institutions may allow for students to complete and submit award applications electronically as well as through the Financial Aid office; all application deadlines shall be clearly defined.

## IV. NOTIFICATION PROCESS

Institutions shall use a variety of methods to ensure that students are aware of the availability of hardship waivers. Such methods may include but are not limited to:

- annual newsletters;
- direct student mailings, both traditional and electronic;
- links on the institution's website;
- bulletins posted in the Financial Aid Office.

V. TRACKING

Each institution shall be responsible for maintaining records on the number of exemption and waiver applications received, and the number and value of awards granted for each. Information shall be reported on the BOR 5 in accordance with the Board of Regents guidelines.

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*Policy References:*

*LA R.S. 17:3139*

*LA.R.S. 17:3351 et. seq.*

*Review Process:*

System Office Staff

Presidents

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