



PROCEDURE

Policy Name:	General Tuition and Fee Waivers
Policy Number:	5353
Applicable Code/Law:	(See individual section notes)

Procedural Guidelines

QUALIFICATIONS AND CRITERIA

Eligible Veterans or National Guard Members

RCW 28B.15.621

SHORELINE COMMUNITY COLLEGE may waive **50%** of the Building, Service & Activities, and Operating Fee for students qualifying pursuant to RCW 28B.15.621 who is Washington domiciliary; an active or reserve member of military or naval or national guard called to active duty; served in active federal duty under either Title 10 or Title 32 of the US Code; in a war or conflict fought on foreign soil or international waters, or served in support of those that were (serving on foreign soil or in international waters); if discharged, has received an honorable discharge. The child or spouse of an eligible veteran or National Guard who has lost his or her life while engaged in active service are also eligible for this waiver, pursuant to RCW 28B.15.621.

Non Qualified Military or Naval Veterans

RCW 28B.15.621

SHORELINE COMMUNITY COLLEGE will waive **25%** of the Building, Service & Activities, and Operating Fee for students qualifying pursuant to RCW 28B.15, who is Washington domiciliary and are other veterans or national guard members not qualified as eligible because they did not serve on foreign soil or international waters, nor did they support those that did.

Children and Spouse of Eligible Veterans or National Guard Members

RCW 28B.15.621 and RCW 28B.15.520

SHORELINE COMMUNITY COLLEGE will waive **100%** of the Building, Service and Activities, and Operating Fee pursuant to RCW 28B.15.621 for children and spouses of an eligible veteran or National Guard member who has become totally disabled as defined in RCW 28B.15.385* while engaged in active federal military or navel service, or who is determined by the federal government to be a prisoner of war or missing in action; and a child and the surviving spouse of an eligible veteran or National Guard member who lost his or her life while engaged in active federal military or naval service. A child must be a Washington domiciliary between the age of seventeen and twenty-six to be eligible for the tuition waiver. A child's marital status does not affect eligibility. A surviving spouse must be a Washington domiciliary and has up to ten (10) years from the date of the death, total disability, or federal determination of prisoner of war or missing in action status of the eligible veteran or National Guard member to receive the benefit. Upon remarriage, the surviving spouse is ineligible for the tuition waiver.

The following eligibility documentation shall be required:

The student must submit to the Coordinator of Veteran's Services an application for this waiver along with:

1. Documentation showing eligible veteran is deceased or declared totally disabled as defined in RCW 28B.15.385 or,
2. Documentation showing federal determination of prisoner of war or missing in action status of the eligible veteran or National Guard member.
3. Documentation of the eligible veteran's most recent tax return proving nonemployment.

Note: * To clarify the reference in RCW 28b.15.520 and 28B. 15.621 to RCW 28B.15.380, the phrase "totally disabled" means a person who has become totally and permanently disabled for life by bodily injury or disease, and is thereby prevented from performing an occupation or gainful pursuit.

Children of Deceased or Disabled Law Enforcement or Firefighters

RCW 28B.15.621 and RCW 28B 15.520(1)(b)

SHORELINE COMMUNITY COLLEGE will waive 100% of the Building, Service and Activities, and Operating Fee for children of a parent who has died or become totally disabled in the line of duty while employed by a public law enforcement agency or fulltime or voluntary fire department pursuant to RCW 28B.15.520(1)(b), provided student begins course of study within 10 years of high school completion. Documentation from the Department of Retirement Systems is required.

The following guidelines and eligibility criteria shall apply:

1. A student must submit to the Director of Enrollment Services an application for this waiver along with documentation showing that the parent is totally disabled or has

lost his life while working in the line of duty as a law enforcement officer of fire fighter, employed by any public law enforcement agency or full-time in a volunteer fire department in Washington State.

2. The Director of Enrollment Services will grant approval based on documentation and issue the waiver;
3. Waivers issued under this RCW will not be included in the three percent waiver as described in RCW 28B.15.740.

Natural Resource Dislocated Workers (Resident & Nonresident)

RCW 28B.50.259

SHORELINE COMMUNITY COLLEGE may waive **100%** of the Building, Service & Activities, and Operating Fee for natural resource dislocated workers in depressed economic communities if enrolled in 10 or more credits for a maximum of 6 quarters within a 2-year period, pursuant to RCW 28B.50.259. Approval from the SBCTC is sent to Job Service Centers and the College. The student will receive notification from the Job Service Center.

High School Completion (Resident)

RCW 28B.15.520(1)(a)

In accordance with Washington State Law, students enrolling in the High School Completion Program who are 19 years of age or older at SHORELINE COMMUNITY COLLEGE will pay class fees at a percentage rate determined by the College for high school completion classes, pursuant to RCW 28B.15.520(1)(a).

Needy/General Waiver

RCW 28B.15.740(1)

SHORELINE COMMUNITY COLLEGE will award **3%** tuition waiver (award Code 21 FAPC 021) as a form of financial aid to eligible resident financially needy students. This is a **3%** waiver of the Building, Service & Activities, and Operating Fee pursuant to RCW 28B.15.740(1) and as described in WAC 131-28-045. There is no limitation on the percentage of waivers for summer quarter as long as a student is qualified according to WAC 131-28-040.

The following guidelines and eligibility criteria shall apply:

1. A student must meet all other financial aid eligibility criteria. Students must be enrolled at least half-time and have financial need as determined by the federal financial aid application process. The waiver will be awarded as part of the standard packaging process for all financial aid awarding.

2. In certain unusual circumstances, the Director or Assistant Director of Financial Aid will make exceptions to the standard packaging process. Some of these unusual circumstances may include, but are not exclusive to: students who do not have eligibility for other federal or state grants but who are eligible for financial aid based on financial need.
3. The waiver will not be awarded above the amount of financial aid eligibility for the students. General procedure for awarding include:
 - State residency
 - Awarded as part of gift equity packaging through SAFERS (the Financial Aid software used with the Administrative Computing System).
 - Awarded above gift equity by exception as determined by the Director or Assistant Director of Financial Aid for students with unusual or difficult circumstances.

STUDENT ATHLETE WAIVER

RCW 28B.15.910

In accordance with State Board for Community and Technical Colleges, Resolution 06- 09-29 SHORELINE COMMUNITY COLLEGE may waive up to **25%** of the Building, Service & Activities, and Operating Fee rate of the SBCTC established resident student 15 credit tuition, for grant-in-aid eligible student athletes. Resident and non-residents grant-in-aid eligible student athletes are entitled for this **25%** fee waiver. Waivers granted for this purpose will not be included in the statutory waiver limit for the community and technical colleges as a whole pursuant to RCW 28B.15.910.

WAIVERS OF NONRESIDENT DIFFERENTIAL

Nonresident-Operating Fees Only

RCW 28B.15.915

SHORELINE COMMUNITY COLLEGE will waive **53% (42%?)** of the nonresident operating fee differential for US citizens and INS permanent residents under Fee Code 31, pursuant to RCW 28B.15.915.

High School Completion Nonresident

RCW 28B.15.520(2)(a)

SHORELINE COMMUNITY COLLEGE will waive **100%** of the nonresident differential of the Building, Service & Activities, and Operating Fee for nonresident students 19 years of age and older who are enrolled in high school completion program, pursuant to RCW 28B.15.520(2)(a).

Refugee

RCW 28B.15.014

SHORELINE COMMUNITY COLLEGE will waive **100%** of the nonresident differential of the Building Service & Activities, and Operating fee for student qualifying as refugees, as follows: (1) on parole status, (2) on an immigrant visa, or (3) applied for citizenship.

Distance Learning (Nonresident)

RCW 28B.15.915

SHORELINE COMMUNITY COLLEGE will waive **100%** of the nonresident differential of the Operating Fees under Fee Code 29 for students that are US citizens or INS permanent residents and enrolled in distance learning courses pursuant to RCW 28B.15.915.

Higher Education Employees: Half time

RCW 28B.15.014(2)

SHORELINE COMMUNITY COLLEGE will waive **100%** of the nonresident Building, Service & Activity, and Operating Fee for students, their spouse, and dependents that are employed half-time or more at a public higher education institution, pursuant to RCW 28B.15.014(2).

Congressional Dependents

RCW 28B.15.014(6)

SHORELINE COMMUNITY COLLEGE will waive **100%** of the nonresident Building, Service & Activity, and Operating Fee for dependents of members of US Congress representing Washington State pursuant to RCW 28B.15.014(6).

Nonresident tuition fee differential for students of foreign nations: International Student Exchange

RCW 28B.15.527

Subject to the limitations of RCW 28B.15.910, SHORELINE COMMUNITY COLLEGE may waive 100% of the nonresident tuition fees differential under Fee Code 38 for undergraduate students of foreign nations as follows:

1. Priority in the awarding of waivers shall be given to students on academic exchanges and students participating in special programs recognized through formal agreements between states, cities, or institutions;
2. The waiver programs under this section shall promote reciprocal placements and waivers in foreign nations for Washington residents. The number of foreign students granted waivers through this program shall not exceed the number of SHORELINE COMMUNITY COLLEGE'S own student enrollment in approved study abroad programs during the same period;
3. No reciprocal placements shall be required for up to thirty students participating in the Georgetown University scholarship program funded by the United States agency for international development;

4. Participation shall be limited to 100 full-time international students each year pursuant to RCW 28B.15.527.

Resident Classifications (Not Discretionary)

In-State High School Graduates

RCW 28B.15.012(2)(d)

SHORELINE COMMUNITY COLLEGE will charge resident tuition and fees to high school students whose parent or legal guardian is domiciled in WA for 1 yr. Within the 5 yrs before the student graduates. The student must spend at least **75%** of both junior and senior years in high school in WA State. The student must enroll within six months of graduation. Such students are defined as a resident, pursuant to RCW 28B.15.012 (2)(d).

Undocumented High School Graduates

RCW 28B.15.012(2)(e)

SHORELINE COMMUNITY COLLEGE will charge resident tuition and fees to undocumented high school graduates who lived in WA for 3 yrs immediately prior to receiving a HS diploma or equivalent and completed full senior yr at a WA HS, and continues to live in WA until admitted to College. In addition to these residency requirements, the student must file an affidavit provided by the College to qualify for resident tuition rate, pursuant to RCW 28B.15.012 (2) (e).

Active Duty Military and Dependents National Guard and dependents who live in Washington

RCW 28B.15.012 (2)(f) & (g)

SHORELINE COMMUNITY COLLEGE will charge resident tuition and fee rates to active duty military stationed in WA, spouses and dependents, WA National Guard members, spouses and dependents who reside in WA, pursuant to RCW 28B.15.012 (2)(f) & (g).

Spouses and Dependents of Active Duty Military Transferred out-of-state

RCW 28B.15.012(2)(g)

SHORELINE COMMUNITY COLLEGE will charge resident tuition and fee rates to spouses and dependents of individuals on active military duty reassigned out-of-state as long as the student is continuously enrolled in a degree program, pursuant to RCW 28B.15.012(2)(g).

Native American

RCW 28B.15.0131

SHORELINE COMMUNITY COLLEGE will charge resident tuition and fee rates to members of a federally recognized Indian tribe as determined under 25 CFR by the US Bureau of Indian Affairs who are residents of Idaho, Montana, Oregon, and Washington.

SPACE AVAILABLE WAIVERS

State Employees Employed Half-time or More

RCW 28B.15.558

SHORELINE COMMUNITY COLLEGE will waive **100%** of Building and Service & Activity fees. Waiver recipients are required to pay \$20.00 of the Operating fee plus all other applicable fees. State employees working half-time or more and National Guard members are eligible for this waiver. The waiver applies to the first 6 credits of enrollment. Credits 7-10 and over 18 will be charged at the regular tuition rate, pursuant to RCW 28B.15.558.

The following guidelines and eligibility criteria shall apply:

1. State employee working half-time or more in one or more of the following classifications are eligible for the waiver:
 - a. Permanent employees in classified service under Chapter 41.06 RCW;
 - b. Permanent employees governed by Chapter 41.56 RCW pursuant to the exercise of the option under RCW 41.56.201;
 - c. Permanent classified employees and exempt paraprofessional employees of community-technical colleges;
 - d. Faculty including Counselors and Librarians;
 - e. Exempt professional and administrative employees of Washington public institutions of higher education.
2. Eligible persons employed by Shoreline Community College may be awarded waivers prior to considering waivers for eligible persons who are not employed by the College.
3. A processing fee of no less than \$5.00 per quarter, per individual will be charged to partially cover the cost for admitting, registering and maintaining academic records for students participating in this program. Parking fees, computer lab fees and other special class fees shall also apply.
4. Enrollment shall be on a space available basis after opportunity has been given for other students who are paying the required tuition and fees to register.
5. The waiver under this RCW applies only to state-supported courses.
6. No courses or course sections will be added for the purpose of accommodating enrollment of students on the basis of waivers under this RCW.
7. Individuals enrolled under this program shall meet all existing course prerequisite and college assessment requirements.

8. Courses taken under this program may be used for degree or certificate completion and/or salary advancement in instances where that use is consistent with the applicable collective bargaining agreement.
9. Faculty and exempt staff shall not be eligible for released time to attend classes.
10. Eligible classified staff may receive released time to attend classes related to their present job description, or to prepare for a higher classification, provided that the approval is authorized by the administrative unit head and the Human Resources Officer, and provided that the courses taken under this program is found by the Human Resource Officer to be of benefit to the College.

Senior Citizens: credit, and audit

RCW 28B.15.540(1) and 28B.15.540(2)

SHORELINE COMMUNITY COLLEGE will waive 100% of Building, Service& Activity, and Operating fees less \$5 per class per individual for a maximum of 2 classes for Washington State residents 60 years or older, on a space available basis pursuant to RCW 28B.15.540(1) and 28B.15.540(2).

The following guidelines shall apply:

1. Special fees normally assessed to students enrolled in a given course, including community service fees will be charged to individuals enrolled under this WAC.
2. Such waivers shall not be applied to more than two courses per individual per quarter; however, qualified senior citizens may enroll in additional courses upon payment of the required tuition and fees normally charged to other enrolled students.
3. Such waivers shall be granted on a space available basis after opportunity has been given for other students who are paying the required tuition and fees to register for courses.
4. No additional courses or course sections shall be created for the purpose of accommodating students enrolled on the basis of waivers granted under this RCW.
5. Waivers shall not be granted to individuals who plan to use credits thus earned to improve their status for credentialing or salary schedule purposes.
6. All existing course prerequisites shall apply to students enrolled under this RCW.
7. Enrollment information and statistical data will be maintained separately, discretely identified and distinguished from enrollments reported to the SBCTC for all fiscal purposes.
8. Computation of enrollment levels, student/faculty ratios or other similar enrollment related statistics will exclude student credit hours generated by individuals who are recipients of this waiver.

UNGRADED COURSES

Seniors (Retirement Courses)

WAC 131-28-026(3)(c) SHORELINE COMMUNITY COLLEGE will waive 70% of the Building, Service & Activity, and Operating fee for senior citizens aged 55 and older, for enrollment in ungraded retirement courses specifically designed for this population, pursuant to WAC 131-28-026(3)(c). The cost for these courses shall be set by the Senior College Program. Other applicable fees may also apply.

The following guidelines and eligibility criteria for such ungraded courses shall apply:

1. The primary intent of offering the courses is other than providing academic credit applicable to a degree, certificate or high school diploma.
2. The course has a specialized purpose in that it specifically benefit for senior citizens and is intended to meet unique personal growth needs of this specific category or group of students.
3. The course is offered for the purpose of providing the individual student with a discrete skill or basic body of knowledge other than intended to lead to employment.
4. The course can not be administered as a contract course as defined in WAC 131-28-027.
5. The course is not offered as an integral part of any lower division curriculum program.
6. Courses authorized under this RCW shall be those which can be coded as fundable through the course coding system of the SBCTC.

ABE/ESL/GED*

WAC 131-28-026(4)(a)

SHORELINE COMMUNITY COLLEGE will charge \$25.00 per student per quarter for enrollment in ABE/ESL/GED courses. However, the college may waive the \$25.00 charge for students who are unable to pay. In addition, Regulatory and Lab fees as defined in SHORELINE COMMUNITY COLLEGE procedure 605.20 are waived for ABE students pursuant WAC 131-28-026(4)(a).

Parent Education*

WAC 131-20-026(4)(b)

SHORELINE COMMUNITY COLLEGE will waive 100% of the Buildings and Service & Activities fee, and all except \$11.00 per credit of the Operating fee for enrollment in Parent Education Cooperative Preschool programs/courses pursuant to WAC 131-20-026(4)(b).

Apprenticeship Training*

WAC 131-28-026(4)(c)

SHORELINE COMMUNITY COLLEGE will waive 100% of the Buildings and Service & Activities fee, and all except \$36 per credit hour or \$2.40 per clock hour of the Operating fee for enrollment in Apprenticeship programs/courses pursuant to WAC 131-28-026(4)(c).

OTHER WAIVERS

Over 18 Credit Exemption for Vocational (Prof/Tech) Students

RCW 28B.15.100 (3)

Resident - SHORELINE COMMUNITY COLLEGE will waive 100% of the Building and Service & Activities fees and all except 15% of the Operating Fee for credits over 18 for individuals enrolled and declared in the official college registration records as a vocational program student, pursuant to RCW 28B.15.100 (3).

Non-Resident – Over 18 Credit Exemption Vocational Students

SHORELINE COMMUNITY COLLEGE will waive 100% of the Building and Service & Activities fees and all except 15% of the Non-Resident Operating fee for credits over 18 for individuals enrolled and declared in the official registration records as a vocational program student, pursuant to RCW 28B.15.100 (3).

Running Start (Resident and Nonresident) Student

RCW 28A.600.390

SHORELINE COMMUNITY COLLEGE is required to participate in the Running Start Program, pursuant to RCW 28A.600.390. Resident and Nonresident high school students who are in the 11th or 12th grade may enroll in the College based on placement test scores at no charge to the student for up to 18 credits per quarter, excluding Summer Quarter, pursuant to RCW 28A.600.390.