

West Virginia University Parkersburg Board of Governors

POLICY B-55
EMPLOYEE AND FAMILY TUITION AND FEE WAIVER PROGRAM

Section 1. General

- 1.1 This policy establishes an Employee and Family Tuition and Fee Waiver Program for West Virginia University Parkersburg
- 1.2 Authority. – [W. Va. Code § 18B-10-5](#)
- 1.3 Effective Date. – October 22, 2024
Replaces version dated July 21, 2021;
Originally adopted February 18, 2010 (to be effective with Fall, 2010 semester)

Section 2. Purpose

- 2.1 To provide a tuition and academic fee waiver benefit for the benefits-eligible employees of West Virginia University Parkersburg and their qualified spouses or dependents.

Section 3. Tuition and Academic Fees

- 3.1 All qualifying employees who apply on time and are making academic progress as defined in Subsection 4.4 may be granted a waiver equal to 100% of the cost of their tuition and academic fee charges. Employees must seek permission of their direct supervisor to qualify for the benefit.
- 3.2 All qualifying spouses and dependents who apply on time and are making academic progress as defined in Subsection 4.4 may be granted a waiver equal to 100% of the cost of their tuition and academic fee charges.
- 3.3 Applications for a tuition and academic fee waiver must be submitted once per academic year and will be awarded on a semester basis.
- 3.4 The Employee and Family Tuition and Fee Waiver Program is a last dollar in program, meaning that all other forms of financial aid must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition and fees, when taken into aggregate with other forms of financial aid.
- 3.5 Degree-seeking employees and all qualifying dependents must complete a Free Application for Federal Student Aid (FAFSA) each year in addition to the waiver application.

Section 4. Qualifications

4.1 To qualify for the benefit, a student must be one of the following:

- 4.1.1. A benefits-eligible employee of the college. Employee waiver recipients may be degree-seeking or non-matriculated (not regularly admitted to a degree program). Degree-seeking employees must complete the FAFSA each year in order to receive the waiver. Non-matriculated students do not qualify for financial aid, so the FAFSA is not required for non-matriculated employee students;
- 4.1.2. The current spouse of a benefits-eligible_employee. In order to qualify for the waiver program, a qualifying spouse must be a degree-seeking student at WVU Parkersburg or taking courses at WVU Parkersburg as an approved transient student who is degree-seeking at another institution; or
- 4.1.3. A biological, step-, or legally adopted child of a benefits-eligible employee who is 24 years of age or younger and a legal dependent of the employee. In order to qualify for the waiver program, qualifying dependent children must be either degree-seeking students at WVU Parkersburg, approved transient students who are degree-seeking at another institution, or high school students participating in WVU Parkersburg's dual enrollment program.

4.2 Applicants to the program must apply for the benefit once per academic year. The deadlines for application will be determined and publicized by the Financial Aid Office.

4.3 Classes taken during the fall, spring, and summer semesters will be eligible for the program. For degree-seeking students, only those classes that are required for the student's program of study will be covered by the waiver program.

4.4 For purposes of this policy, "making academic progress" means that the student:

- 4.4.1. Has a cumulative grade point average of 2.00 or higher. The GPA may be their institutional grade point average or their financial aid grade point average, whichever is higher;
- 4.4.2. Has a cumulative completion rate (passed credit hours divided by attempted credit hours) of 66.5% or higher; and
- 4.4.3. Is on pace to complete their academic program within the maximum timeframe defined in Answer Book Policy VI-10A Standards of Satisfactory Academic Progress for Financial Aid Recipients.

Section 5. Budget

5.1 The budget for the tuition and academic fee waiver benefit program will be derived from the regular tuition and academic fee waiver allotment as defined by W. Va. Code § 18B-10-5 and the President.

5.2 The college reserves the right to limit the use of funds for the program at the discretion of the President in consultation with the Board of Governors.

5.3 The program may be suspended by the WVU Parkersburg Board of Governors with a six-month notice to the college community.