



Title:	Student Tuition and Fee Hardship Waiver
Effective Date:	07/21/2010
Last Revision Date:	08/10/2011
Cancellation:	
Office:	Finance (FIN)

Student Tuition and Fee Hardship Waiver

PURPOSE

To publish a process for student tuition/fee hardship appeals on tuition/fee increases.

APPLICABILITY

This policy and its procedures apply to Northshore Technical Community College (NTCC) students who are pursuing tuition/fee hardship appeals on tuition/fee increases in accordance with specified legislation.

ELIGIBILITY REQUIREMENTS

- A. When legislation for a tuition or fee increase specifies that students may apply for tuition/fee hardship waivers, the College provides an opportunity for students to appeal the fee or tuition increase.
Tuition/fee hardship waivers are only allowed when specified by legislation.
- B. Students wishing to file an appeal must have completed a Free Application for Federal Student Aid (FAFSA). This federal financial aid process will determine individual student financial need. If the student receives grants, scholarships, and/or waivers in an amount that meets or exceeds tuition, then the appeal will be closed. If the student has no eligibility for need-based aid, the appeal will be closed unless the student can document extraordinary circumstances.

CRITERIA FOR HARDSHIP APPEALS

- A. All appeals will be heard by the Hardship Appeals Committee, an ad hoc committee composed of Student Financial Assistance Office and Student Services Office representatives appointed by the Chancellor/VC of Finance & Administration. The criteria used in to make a determination on the appeal will be based on the income and need tables or indexes as established by the federal financial aid assessment process. For example, factors such as the student's dependent or independent status, income, number of dependents, and number of enrolled credit hours, etc., will be considered.



- B. Specifically, students who wish to submit hardship appeals must:
- Be a Louisiana resident;
 - Have already filed a FASFA and received a response letter from the Office of Student Financial Assistance denying financial aid;
 - Have registered for a minimum of 6 credit hours before submitting an appeal;
 - File the application for a waiver due to financial hardship by the deadline date for the semester; and
 - Provide documentation of extenuating circumstances, as applicable
 - Have not already received awards such as TOPS, Pell, STEP, Go-Grant, as well as institution, private or state scholarship
 - Have not already received state approved tuition waivers/exemption such as National Guard, Senior Citizens, children of deceased/disabled police, and other legislative mandate tuition/fee exemptions

PROCEDURES FOR HARDSHIP WAIVER APPLICATIONS

- A. Students must submit a [Tuition/Fee Hardship Appeals Request](#) to the Student Services Office/Financial Aid Office *prior to* the first official instructional day of the semester.
- B. Students must sign on the form indicating their understanding that:
1. If a financial aid appeal is pending, it can delay or nullify processing of the appeals; and
 2. Requests are processed only for students who have aid and/or other awards that do not cover the entire cost of tuition for students who do not receive aid, but have documented extenuating circumstances.
- C. Tuition/Fee Hardship Appeals Forms will be submitted/collected to the Student Services/Financial Aid Office, the appeal will be submitted to the Tuition Hardship Appeal Committee. The Committee will meet as needed and will render a decision within 5 working days of receipt. The committee will notify the student of the outcome within 5 working days of rendering the decision.
- D. If granted, the waiver is applied to student’s account no earlier than the official enrollment date of the applicable semester(s).
- E. The college will produce an invoice for students involved in the appeal process. Those denied will owe the amount of increase; those approved will be waived. This waiver will be noted and documentation of approval will be attached to the student appeal application.

Policy Reference: Louisiana Community and Technical College System Policy 5.021, LCTCS Policy on Waivers of Tuition

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Business Office Committee	07/21/2010	07/21/2010
X	Chancellor	07/21/2010	07/21/2010

Distribution: Distributed Electronically via College’s Internet
 Hard Copy Distribution to NTCC Finance Office



NORTHSHORE TECHNICAL COMMUNITY COLLEGE

TUITION/FEE HARDSHIP APPEAL APPLICATION

Last Name First M SSN Semester or Session enrolling

Current telephone number _____
(where you can be reached quickly)

Address
(where you can be reached quickly) _____

List in detail the hardship (documentable event which prohibits you from paying the additional tuition amount approved by the LCTCS Board/Legislature) for the semester or summer session as indicated above. Use additional paper if necessary. Submit documentation to this form.

I understand that my appeal will be denied, if I fall in the category of students listed on the front side for students not eligible to appeal. Only a limited amount of waiver funds are available.

Student Name

Date

Note: If appealing, return this completed form with appropriate documentation to the Student services/Financial Office.