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TITLE: Tuition and Fee Waivers

EFFECTIVE DATE: October 10, 2011

LAST REVISION: October 9, 2014

Policy No. 5.555

Policy Statement

Purpose

To establish a process for student tuition/fee hardship appeals, when specified by legislation.

Applicability

This policy and its procedures apply to students who are pursuing tuition/fee hardship waivers on tuition/fee increases in accordance with specified legislation.

Terms/Definitions

- Tuition or tuition and fees are used in this policy shall include and all exemptible mandatory fees.
- Waivers are used in this policy are exemptions of a position or all of the increase in tuition and exemptible mandatory fees assessed by the institution to the student.
- No student can receive more than one fee waiver during any semester
- No waiver can exceed the amount of tuition and exemptible mandatory fees occurred by the student.

Criteria for Eligibility

The determination of need will be based on income and need as established by the federal financial aid process. Students must meet the following criteria:

- Louisiana resident
- Filed a Free Application for Federal Student Aid (FAFSA)
- Have extenuating circumstances that prohibit the payment of the tuition and fee increase
- Must not be eligible for other tuition or fee exemption programs
- Must exhaust all financial aid resources available
- Must be meeting BRCC Satisfactory Academic Progress Policy



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Procedure for Hardship Waiver Applications


1. Students must submit an Exception Request/Hardship Waiver Request to the Office of Financial Aid by July 15th for Fall, December 15th for Spring and May 15th for Summer semesters
2. The request will be reviewed by the Financial Aid Office and designated committee.
3. The request will be approved or denied within 1 week of submission.
4. The student will be notified of the approval or denial within 2 weeks of submission.

Source of Policy: BRCC Office of
Financial Aid

Responsible Administrator: Director of
Financial Aid

Related Policy: Financial Aid SOP

LCTCS Policy Reference: 5.021
5.025
5.007

Approved by: 
Chancellor Andrea Lewis Miller

LCTCS Guideline Reference: Waivers &
Discounts
Date: 10/09/14