

5.12.2 Tuition Waivers, Deferrals, and Retroactive Drops Procedure

Part 1. Purpose

To clarify the context and conditions where presidents may grant waivers or short-term deferrals of amounts due to the colleges or universities under Policy 5.12.

Part 2. Waivers

Subpart A. Authorized waiver types

The president may waive amounts due to the college or university for the following reasons:

1. Employee benefit provided by a collective bargaining agreement
2. Death of a student
3. Medical reasons
4. College or university error
5. Employment related condition
6. Significant personal circumstances
7. Student leader allowance
8. Course conditions (a course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee)
9. Natural disasters or other situations beyond the control of the campus
10. Military duty
11. Ward of the state

Central Lakes College shall define the terms under which any authorized waiver will be granted. Central Lakes College shall document the reason for all waivers.

Subpart B. Person under guardianship

The president may waive tuition for persons under the age of 21 who are under the guardianship of the commissioner of human services or for an American Indian child under suspension of parental rights or termination of parental rights under the guardianship of a tribe or tribal social service agency. These persons must be qualified for admission to a Minnesota state college or university.

The president may continue to waive tuition up to and beyond age 21 for students meeting eligibility requirements. If the student has attained the age of 21 and has made

satisfactory progress in his or her academic program but has not completed the program, the individual may petition the college or university through their designated campus official for continuation of the waiver until that program is completed. The designated campus official will make a recommendation to the president. The decision to continue to waive tuition will be at the discretion of the president.

Part 3. Deferrals

The president or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a student needs additional time to arrange third party financing or otherwise satisfy a tuition and fee balance. The reason and time duration of the deferral must be documented and signed by the president or designee.

Subpart A. Description.

Students wishing to register for an upcoming semester but owing a prior balance may request a one semester deferment of the prior balance if the following conditions are met:

- Outstanding balance is less than \$2,400 (an exception may be made for certain technical programs with high course fees).
- Student is not on academic probation or suspension
- Student has a financial aid award letter for the current academic year, an estimated payment plan for the upcoming semester or other financial awards in place for the upcoming semester.
- Student has a payment plan in place for the outstanding balance:
 - For current balance – student has made at least one payment on payment plan.
 - For prior balance – student has made at least three consecutive payments on payment plan or has paid at least 25% of their outstanding balance.

Subpart B. Process.

Prior Balance Deferment requests are available eight weeks prior to the start of each semester. The last day to make a request is the Wednesday before the start of the semester. Forms can be obtained from Business Services.

Part 4. Retroactive Drops

The president or designee may grant a retroactive drop of registration based on individual student circumstances. When such an exception is granted, Central Lakes College shall document the reasons for granting the retroactive drop.

Subpart A. Procedures for students with all FN Grades.

Students who receive all FN (Never attended) grades for their courses will have their registrations for the term cancelled, the courses dropped from their schedules, and any tuition and fees charged to them for the courses refunded.

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College President's Signature

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Date