

5.12.2 Tuition Waivers, Deferrals, and Retroactive Drops Procedure

Part 1. Purpose

To clarify the context and conditions under which 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 benefits 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 individuals under the age of 21 who are under the Commissioner of Human Services' guardianship, or for an American Indian child under suspension 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 for students meeting the eligibility requirements up to and beyond the age of 21. Suppose the student has reached the age of 21 and has made satisfactory progress in their academic program, but has not yet completed it. In that case, they may petition the college or university through their designated campus official for a continued waiver until the program is completed. The designated campus official will make a recommendation to the president. The decision to continue waiving tuition will be at the president's discretion.

Part 3. Deferrals

The president or their 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 previous 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).
- The student is not on academic probation or suspension
- The 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.
- The student has a payment plan in place for the outstanding balance:
 - For the current balance, the student has made at least one payment on the payment plan.
 - For prior balance: the student has made at least 3 consecutive payments on the payment plan or has paid at least 25% of their outstanding balance.

Subpart B. Process.

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

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 canceled, the courses dropped from their schedules, and any tuition and fees charged for the courses refunded.

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