

**INTERNAL/ DEPARTMENTAL POLICY AND PROCEDURE**

**TITLE:** Tuition Increase / Fee Hardship Appeals

**EFFECTIVE DATE:** April 16, 2008

**CANCELLATION:** None

**DIVISION:** BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

**CATEGORY:** Student Payables (G)

**RESPONSIBLE DEPARTMENT:** Controller's Office

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

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

2. **Applicability**

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

3. **Eligibility Requirements**

- A. When legislation for a fee or tuition 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 allowed for only 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 exceed 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 very unusual circumstances.

4. **Criteria for Hardship Appeals**

- A. The criteria the Hardship Appeals Committee, an ad hoc committee composed of Student Financial Assistance Office and Controller's Office representatives appointed by the Assistant Vice Chancellor/Controller, will use in making its determination 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 an award letter from the Delgado Office of Financial Assistance;
  - Have registered for a minimum of 6 credit hours and paid at least 50% of the tuition, before submitting an appeal;
  - File the application for a waiver due to financial hardship by the official withdrawal date for the semester; and
  - Provide documentation of extenuating circumstances, as applicable.

5. **Procedures**

- A. Students who wish to apply for a hardship waiver of tuition/fees, when allowed for by specific legislation for the fee or tuition increase, must submit a [Tuition/Fee Hardship Appeals Form \(Form 1412/002\)](#) to the Controller's Office no later than the last official withdrawal date for 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 to the Tuition Hardship Appeals Committee, an ad hoc committee composed of Student Financial Assistance Office and Controller's Office representatives appointed by the Assistant Vice Chancellor/Controller. The Committee will meet as needed and will render timely decision.
- D. If granted, the waiver is applied to student's account no earlier than after the official enrollment date of the applicable semester(s).

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*Attachment:*

Attachment A - [Tuition Increase/Fee Hardship Appeal Form \(Form 1412/011\)](#)

*Reference:*

[Louisiana Community and Technical College System Policy 5.021, \*Hardship Waivers of Tuition and Fees\*](#)

*Review Process:*

Ad Hoc Committee on Tuition/Fee Hardships 3/18/08

Assistant Vice Chancellor/Controller 3/18/08

Business and Administrative Affairs Council 4/17/08

*Approved:*

*Signature*

*4/16/08*

A.C. Eagan, III

Vice Chancellor for Business and Administrative Affairs

**Attach a copy of your Financial Aid Award Letter to this form.**



**TUITION INCREASE/ FEE HARDSHIP APPEALS FORM**

**IMPORTANT: Students may only appeal a fee or tuition increase if the appeal is specified by legislation.**

Semester/Year of Appeal

Today's Date

Name of Student

Student ID Number

Daytime Phone No.

Mailing Address (City, State, Zip Code)

*Which fee(s) or tuition increase(s) are you appealing? Include financial amounts.*

*Describe the circumstances for which this fee or tuition increase is causing a financial hardship. Attach documentation of these circumstances.*

*I certify that I (1) am a Louisiana resident; (2) have already filed a FASFA and received an award letter from the Delgado Office of Financial Assistance; (3) am registered for a minimum of 6 credit hours and have paid at least 50% of the tuition before submitting this appeal; (4) must file this appeals form by the official withdrawal date for the semester; and (5) must provide documentation of extenuating circumstances.*

*I understand that (1) if I have a financial aid appeal pending, it can delay or nullify processing of my appeal; (2) if I receive aid and/or other awards, they must not cover the entire cost of tuition and fees; and (3) if I do not receive aid, I must describe and prove extenuating circumstances.*

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If granted, waiver is applied to student's account no earlier than after the official enrollment date of each semester.

For office use only: \_\_\_\_\_ Hours earned at Delgado \_\_\_\_\_ Total hours earned \_\_\_\_\_ Hours currently enrolled

Waiver Granted: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Signature, Controller's Office

If yes, specify Fees/Tuition Increase; amount; and eligible semesters: \_\_\_\_\_