TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 50.32, **Waiver of Fees for Online Courses, and Off-Campus Instruction**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to outline the policy and procedure for obtaining and authorizing off-campus student fee waivers for internet and off-campus courses.

REVIEW: This HSCEP OP will be reviewed on August 1 of each even-numbered year by the director of Student Business Services, with recommendations for revisions forwarded to the Chief Financial Officer (CFO), or designee, by August 15.

POLICY/PROCEDURE:

Section 54.5035 of the Texas Education Code gives the governing board of an institution of higher education the authority to waive a mandatory or discretionary fee it is authorized to charge if the board determines that:

1. The student is not reasonably able to participate in or use the activity, service, or facility for which the fee is charged.

2. It is in the best interest of the institution or is critical to the viability of an academic initiative for a specific category of students.

3. The waiver of the fee will not result in the institution's inability to service a debt to which revenue from the fee is obligated or to support an activity, service, or facility for which the fee is charged.

Any student who is included in 1. and 2. above may be exempt from payment of fees charged to provide the associated activities, services or facilities on which the fee is based.

The waiver is dependent upon certification by the CFO that the waiver of the fee will not materially impair the ability of the institution either to service any debt on which the fee is based or to offer or operate the particular activity, service or facility supported by the fee.

The Board has delegated the authority to approve exemptions and waivers to the President or the President's designee.

All waivers authorized by Texas Education Code, Section 54.5035, will be approved annually or as needed for revisions by the CFO and the President of TTUHSC El Paso and will be included in the Global Fee Document Supplement.

Student Business Services shall apply the approved off-campus fee waivers to eligible students' accounts in the Banner student information system based on the student's enrollment for the applicable academic term.