

**ADMINISTRATIVE PRACTICE LETTER**

**SUBJECT: UNIVERSITY OF MAINE SYSTEM TUITION WAIVERS**

**GENERAL**

The University of Maine System Board of Trustees has established tuition and fee waiver programs for the benefit of students attending the University. Individual universities may also have tuition waivers that are unique to their campus.

The various tuition waivers established by Board policy do not ordinarily apply to non-credit courses. These are courses that are not part of the normal curriculum and are often offered as a public service. The charges for such programs are established locally, and are not covered by tuition set by the Board of Trustees.

This letter sets guidelines for administering UMS established tuition waivers so that the total financial aid a student may receive does not exceed a student's total educational cost based on interpretation of Board Policy and Federal Regulations. Where UMS Policy and Federal Financial Aid Regulations differ, Federal Regulations will prevail.

**GUIDELINES**

1. UMS tuition waivers will be administered so that total financial aid does not exceed a student's total educational costs.
2. "Total financial aid" is to be defined as all federal, state and institutional aid, and educational assistance from outside sources, etc.
3. Sequence of reducing excess aid:
  1. Self-help aid, e.g., need-based loan funds or work-study funds
  2. Grants/Scholarships
  3. University Scholarships
  4. UMS Waivers
4. Exception: A University may change the sequence in reducing excess aid if requested by the student in writing and the Financial Aid Director believes the change benefits the student. For example: A student employed may feel the experience gained from employment outweighs the benefit received from obtaining University scholarship funds; thus the student may want the University scholarship reduced instead of having work-study reduced. In rare cases, a waiver may be adjusted out of sequence as long as other grants and scholarships are retained to assist the student.

## University of Maine System

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### WAIVERS

#### UNIVERSITY ESTABLISHED

##### North American Indian

**IMPORTANT NOTICE: The guidelines for this policy will change effective Fall 2012 semester. See <http://www.maine.edu/pdf/IX-GTuitionWaiversFall2012.pdf> for details.**

The University of Maine System has a waiver program for qualified and eligible North American Indians whose names are included on the current tribal census or who have at least one parent or grandparent who are included on the current tribal census of the Passamaquoddy Tribe, the Penobscot Nation, the Houlton Band of Maliseet, the Aroostook Band of Micmac, or who have lived in Maine for at least twelve months immediately prior to application and who are included on a current tribal census or who have at least one parent or grandparent who were included on the census of a state, federal, or provincial North American Indian Tribe or held a band number of the Maliseet or Micmac Tribes. This program covers tuition and mandatory fees (required fees charged of all students enrolled at the institution and automatically assessed at the time of registration exclusive of travel and accommodation fees related to travel courses).

Tuition and mandatory fees will be waived for qualified students, both matriculated and non-matriculated, who are enrolled in academic, credit-bearing courses at the undergraduate, graduate, or continuing education level at the campuses of the University of Maine System. To receive the waiver, matriculated undergraduate and graduate students must complete the FAFSA application and financial aid process. To maintain the waiver, students must remain eligible to register for classes.

For more information on the North American Indian Waiver and Scholarship Program visit <http://www.naps.umaine.edu/>.

##### Senior Citizens

For the purpose of administering this waiver, "senior citizens" are defined as Maine residents who are, or will become, 65 years of age during the semester for which they are requesting the waiver.

The Board of Trustees authorizes the waiver of tuition and Board-approved mandatory fees for senior citizens who register for undergraduate courses on a credit or audit basis at any university of the University of Maine System.

Enrollment will be subject to space availability.

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##### **USS Maine Commemorative Tuition Waiver Program**

Tuition will be waived for eligible members of the *USS Maine's* crew, their spouses, and dependent children. Eligible crew members and families will be limited to the initial crew and those assigned to the ship within one year of its commissioning. Universities with over 1,000 students will be expected to carry up to two tuition waivers, and those under 1,000 students to carry up to one tuition waiver. Each waiver will be for \$2,500 or the cost of tuition, if less.

##### **UMS High School Waiver Program**

In situations where State funding is not sufficient to cover one-half the tuition for all eligible students as outlined in the High School Aspirations Incentive Program, the University of Maine System will still waive one-half the tuition at the rates outlined above for the first three (3) credit hours taken each semester (fall and spring only). It will be the student's responsibility to pay the remaining one-half of the tuition and any applicable fees or other course costs.

It is the prerogative of individual campuses to waive more than three (3) credit hours during the fall and spring semesters and/or to waive credit hours during the summer semester.

#### **STATE MANDATED (ADJUSTABLE)**

##### **Veteran's Dependent Waiver**

Per Maine law, tuition and mandatory fees and lab fees will be waived for eligible orphans, widows & widowers of veterans as well as spouses and children of veterans who are disabled, missing in action, etc. Initial eligibility is determined by the Veterans Affairs Office of the State of Maine. Students must be enrolled in an associate's, bachelor's or master's degree program. The tuition waiver may be reduced by an amount necessary to ensure that the value of this waiver, combined with all other grants and benefits received by the student, does not exceed the total cost of education. See [MRSA, Title 37-B, Section 505](#), as amended 2008, P.L. c.521 for details.

## University of Maine System

### **ADMINISTRATIVE PRACTICE LETTER**

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#### **STATE MANDATED (NON-ADJUSTABLE)**

#### **High School Aspirations Incentive Program**

To raise educational aspirations, students in their junior and senior years currently attending Maine High Schools, whether private\* or public. Adult education students may participate in this program if it has been determined that they are at the equivalent of junior or senior status.

Based on available State funding, the State of Maine pays one-half of the eligible student's tuition and the University waives the remaining one-half for the first three (3) credit hours taken each semester. The in-state student waiver is one-half the in-state tuition rate and the waiver for out-of-state students attending Maine High Schools is one-half the out-of-state tuition rate. In situations where State funding is not available, please refer to the UMS High School Waiver Program.

Traditional high school students must have school approval, parental approval, a minimum high school grade point average (GPA) of B or better and junior or senior standing. Adult education students must have approval from the adult education director and/or counselor and must have maintained a B or above average in their adult education course work. An exception may be granted for students with less than a B average if the student has received a recommendation to take a postsecondary course or courses from the student's school administration or teacher following an assessment of the student by the school administration.

Students who have met the course prerequisites may enroll in regular University courses taught by University faculty through on-site or ITV instruction at any University of Maine System campus or center (sites and on-line courses excluded). Enrollment will be subject to space availability.

For more information on the High School Aspirations Incentive Program, see [MRSA, Title 20-A, Chapter 208-A, Sections 4771-4775](#).

\*Only private high schools approved by the Maine Department of Education for the receipt of public funds are eligible.

#### **Tuition Waiver for Children of Firefighters and Law Enforcement Officers Killed in the Line of Duty**

Per Maine law, tuition will be waived for eligible students but will be limited to undergraduate degree programs and shall be limited to the earlier of not more than five years of full-time enrollment or its equivalent, or receipt of a Baccalaureate Degree. A person desiring a tuition waiver should apply to the Department of Education for determination of eligibility. [MRSA, Title 20-A, Section 12551](#), as enacted 1985, P.L. c.472.

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**Tuition Waiver for Persons in Foster Care, subsidized adoptive care, or minor wards of a subsidized permanency guardian upon graduating from high school or successfully completing a GED examination**

Tuition will be waived for eligible Maine students who have applied for federal student financial aid. These students must be enrolled in an undergraduate or certificate program of at least one year and not been enrolled full-time for more than five years or the equivalent. A person desiring a tuition waiver should apply to the Finance Authority of Maine for determination of eligibility. No more than 28 new waivers will be awarded in each year. [MRSA, Title 20-A, Section 12573](#), as enacted 1999, P.L. c.216 and amended in 2003 and 2006.

**Waiver Accounting Guidelines**

1. Student tuition and fees should be recorded and reported as revenue at the full amount in the appropriate accounts.
2. The amount of the waivers should be offset against tuition by charging the account specifically provided for that purpose.

**Related Documents:**

[Board Policy 703 Tuition](#)  
[APL Section IX-A Tuition, Room and Board, and Fee Refunds](#)

**APPROVED:**

*Signature on file in System Office of Finance & Administration*

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**Vice Chancellor for Finance and Administration**