

## **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. Generally, waivers are like entitlement programs - if a student meets certain criteria, that student is not required to pay all or a portion of the University tuition and, in some cases, fees.

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.

The current Board policy on Tuition Waivers (Policy 703.1) states: "University tuition waivers and scholarships will be administered so that total financial aid does not exceed a student's total educational costs." In some cases, applicants eligible to receive University Of Maine System tuition waivers are also eligible to receive benefits from non-University financial aid programs, and the total available aid may exceed a student's total educational costs.

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.

## **ADMINISTRATIVE PRACTICE LETTER**

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### **WAIVERS**

#### **UNIVERSITY ESTABLISHED**

##### **North American Indian**

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 maintain the waiver, students must remain eligible to register for classes.

Program details are outlined in the North American Indian Waiver and Scholarship Program Agreement (see Attachment I).

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

#### **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.

#### **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 (or being home schooled in Maine homes), and adult education diploma candidates who are within one calendar year of diploma completion are eligible for the High School Aspirations Incentive Program. The in-state student waiver is one half the in-state tuition rate for the first three credit hours taken each semester (fall and spring semesters only). The waiver for out-of-state students attending Maine High Schools is one half the out-of-state tuition rate for the first three credit hours taken each semester (fall and spring semesters only). If a student receives funding from the State of Maine High School Aspirations Incentive Program for summer semester courses, the campus is obligated to provide a waiver of one half the in-state tuition rate. It is the prerogative of the individual campuses to waive additional credit hours and/or to waive credit hours during the summer semester for students who do not receive funding from the State of Maine High School Aspirations Incentive 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.

Students can take any academic course for which they have met the course prerequisites as long as there is space available. If a student receives funding from the State of Maine High School Aspirations Incentive Program, the student may enroll in any regular university courses taught by University faculty through all modes of delivery at a University of Maine System campus or center (sites excluded). If a student is not receiving funding from the State of Maine High School Aspirations Incentive Program, only regular university courses taught by University faculty through direct, on-site instruction at a University of Maine System university are eligible for the UMS waiver.

For information on State program see MRSA, Title 20-A,, Chapter 208-A, Sections 4771-4775.

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### **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 waiver will be administered so that total financial aid does not exceed a student's total education cost. MRSA, Title 37-B, Section 505, as amended 2002, P.L. c.662.

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

#### **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.

#### **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.

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### **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.

*\*Please note that you have until 7/01/2008 to completely implement this APL in conjunction with the PeopleSoft Student Financials go-live.*

### **Related Documents:**

[Board Policy 703 Tuition](#)

[Board Policy 703.1 Tuition Waivers](#)

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

**APPROVED:**

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**Chief Financial Officer and Treasurer**

**UNIVERSITY OF MAINE SYSTEM**  
**NORTH AMERICAN INDIAN WAIVER AND SCHOLARSHIP PROGRAM AGREEMENT**  
**Effective Date: September 2003**

**Purpose**

The purpose of the North American Indian Waiver and Scholarship is to encourage North American Indian students to participate in public higher education in Maine. Our goal is to provide sustained support for all UMS North American Indian students who wish to pursue post-secondary study and, in particular, those who wish to obtain a certificate and/or an associate, baccalaureate, or graduate degree or some other appropriate credential that will serve them personally and professionally as they plan for the future.

**Eligibility**

This program covers tuition, mandatory fees, and room and board charges for:

- a. Individuals 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
- b. Individuals 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.

**To maintain the waiver, students must remain eligible to register for classes. To maintain the room and board scholarship, students must show satisfactory academic progress as defined by federal guidelines. Additionally, students must apply for financial aid by October 15 to receive the scholarship for the fall semester and/or academic year or March 1 to receive the scholarship for spring semester.**

Students who change University of Maine System campuses must sign a new agreement for the Waiver and Scholarship Program with the North American Indian Scholarship Coordinator/Director on their new campus.

**Tuition and Mandatory Fees Waiver**

**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) 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.

**Room and Board Scholarship**

1. To qualify for the room and board scholarship, applicants must be **matriculated** students in an undergraduate or graduate degree program within the University of Maine system, enrolled in a minimum of twelve (12) credit hours for undergraduates or nine (9) credit hours for graduate students at USM, or six (6) credits hours for graduate students at UM at the end of add/drop, and living in a residence hall on one of the campuses of a University of Maine System institution. Room and board charges will be covered **ONLY** during the time period when the student is actively enrolled.
2. To be eligible for the North American Indian Scholarship, matriculated students must first apply for financial aid through the process outlined at their institution.

3. An eligible North American Indian student's university bill will be credited with a waiver of tuition and mandatory fees and/or room and board scholarship after initial authorization from the campus staff member serving as Coordinator/Director of the North American Indian Waiver and Scholarship Program and the financial aid office.
4. The total amount a student receives from the North American Indian Waiver and Scholarship Program and from all other sources of financial support from outside agencies for the same purpose may not exceed the total cost of attendance.
5. Room charges will be subsidized at the double occupancy rate for the student's residence. Charges for single, double single, or computer or telephone devices, for which there is a separate charge, will be the responsibility of the student tenant.
6. Standard meal plan not to exceed the cost of the maximum meal plan.
7. Students who maintain a permanent private residence, other than the parent's home, within commuting distance of the university are NOT eligible for room and board scholarships.
8. Persons employed by the University of Maine System on a half-time or greater basis and who are carried on the University employee payroll are NOT eligible for the room and board scholarship.
9. Students enrolled in course work during short sessions outside the regular fall and spring semesters may be considered for a room and board scholarship while carrying fewer than the minimum credit hours specified above. The scholarship covers room and board charges only during that time period when the student is regularly enrolled and attending classes.
10. A student who disagrees with a decision made under this program agreement may appeal through the appropriate campus appeals process.

I have read and agree to the above terms of this program. I understand that the Coordinator/Director has the authority to deny the North American Indian Waiver and/or Room and Board Scholarship based on academic or disciplinary action by the campus.

\_\_\_\_\_  
**Student (Print Name)**

\_\_\_\_\_  
**Student (Signature)**

\_\_\_\_\_  
**SSN**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Coordinator/Director, North American Indian Waiver  
 & Scholarship Program**

\_\_\_\_\_  
**Date**