



Policy Title	Waiver Administration Policy
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Last Updated	December 8, 2015
Responsible Office	Vice President for Operations and Chief Information Officer/ Chief Business Officer
Contact Information	Office of Finance and Accounting Phone: 470-578-6214 Email: tuitionclassification@kennesaw.edu

### 1. Policy Purpose Statement

The purpose of this policy is to provide for centralized waiver administration and to strengthen accountability and organizational structure over waivers at Kennesaw State University (KSU or the University).

### 2. Background

This policy originated to ensure compliance and application of waivers in accordance with the Board of Regents (BOR) of the University of Georgia (USG) policy and to strengthen accountability and organizational structure over waivers at KSU including providing further clarification on waiver administration policy and procedures.

### 3. Scope (Who is Affected)

KSU employees who are responsible for waiver administration and procedures and students who apply for waivers are affected by this policy.

### 4. Exclusions or Exceptions

None.

### 5. Definitions and Acronyms

**Internal Control:** a process designed to provide reasonable assurance about the achievement of the entity's objectives with regard to the reliability of reporting, effectiveness, and efficiency of operations, and compliance with applicable laws and regulations.

**Waiver:** an award of a tuition or fee differential.

**Waiver Administration Procedures:** the internal control over waivers, which includes verifying eligibility, approving, entering in the student accounts system, tracking, documenting, monitoring, and reporting on waivers.

**Waiver Administrator:** the KSU designated employee and officer who is ultimately responsible for managing all issues related to waiver administration decisions, policies, and procedures.

**Waiver Types:** a list of tuition and fee differential waivers allowed at KSU, including the eligibility requirements and the authorized approving department for each type.

## 6. Policy

KSU awards out-of-state tuition waivers and assesses in-state tuition for certain nonresidents of Georgia under specific conditions as outlined in BOR policy. KSU also grants full tuition and certain fee waivers to:

- Georgia residents over the age of 62;
- Graduate research assistants selected by the dean of the Graduate College;
- Faculty and staff of the USG through the Tuition Assistance Program (TAP).

In order to strengthen accountability and organizational structure over waivers, the vice president of Operations is designated as the KSU waiver administrator and has ultimate accountability for waiver administration. The vice president of Operations delegates responsibility for functional waiver administration procedures to the controller in the Office of Finance and Accounting (OFA).

Waiver guidelines are subject to change at any time due to a policy change by the Board of Regents, a change in applicable laws by the State of Georgia, or a policy change by KSU. Additionally, each USG institution may be able to adopt certain BOR or Georgia policy or law changes early, based on approval by the president of the institution.

## 7. Associated Policies/Regulations

- a. [Board of Regents \(BOR\) Policy Manual, Section 7.3.4 Out-of-State Tuition Waivers and Waiver of Mandatory Fees](#)

## 8. Procedures Associated with this Policy

- a. [BOR Business Procedures Manual, Section 24.0 Student Fees](#)
- b. [University System of Georgia Business Procedures Manual, Section 24.3.1 Mandatory Student Fees](#)
- c. [Waiver Types](#)

d. [KSU Waiver Administration](#)

**9. Forms Associated with this Policy**

- a. [Residency Petition Form \(aka Petition to Change Tuition Classification Form\)](#)
- b. [Waiver-Economic Advantage Form](#)
- c. [Waiver-Non Resident Student Form](#)
- d. [Waiver- National Guard and Reservist Form](#)
- e. [Waiver- Recently Separated Military Waiver Form](#)
- f. [Waiver-USG and Full-Time Public School Employee Form](#)
- g. [Waiver-Vocational Rehabilitation Form](#)

**10. Violations**

Individuals in violation of this policy are subject to a range of sanctions that include but are not limited to disciplinary action, dismissal from the University, and/or legal action.

**11. Review Schedule**

The Waiver Administration Policy is reviewed annually by the vice president for Operations or his/her designee.