

ADMINISTRATIVE BULLETIN

Date: February 25, 2004

Subject: Remission of Out-of-State Tuition – Needy and Worthy

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Effective: Summer Session - 2004

Overview

S. 38.24(3)(c)1, Wis. Stats., empowers the system president to authorize district boards to remit out-of-state tuition to needy and worthy students who are not residents of Wisconsin. A district that intends to remit out-of-state tuition for needy and worthy students shall annually request authority from the system president. Each annual request shall be approved by the district board or, if the district board has delegated this authority, by a staff member empowered by the district board to make such requests. Statewide, these authorizations may not exceed 0.5% of the projected credits for the year of remission (excluding Community Services).

Delegation

District boards may delegate the authority to initiate requests with the system president. District board action to delegate this authority shall identify one or more staff members (by name), positions, or both. A copy of the portion of the district board minutes containing the delegation action is to be sent to Pete Petersen via email at pete.petersen@wtcssystem.edu prior to submission of requests by staff with delegated authority.

Requests

Requests for authority to remit out-of-state tuition for needy and worthy students shall be submitted to Pete Petersen via email at pete.petersen@wtcssystem.edu and include the following text: "(District) requests authority from the WTCS President to remit out-of-state tuition for (number) credits for (number) needy and worthy students during the (200x – 0x) academic year. The district projects ___ FTEs (net of Community Services) for the year." Where the district board has not delegated authority to make these requests the following text shall also be included in the request: "This request was authorized by the (district) board during their (date) meeting."

Dr. Richard Carpenter, President

Authorizations by the system president will be for a specific academic year. Therefore, a separate request must be submitted for each academic year.

Districts shall not waive tuition until authorization is received from the system president. To allow time for processing these requests, districts should submit requests by May 1 if summer session remissions are anticipated or by August 1 if there were no summer session remissions.

Adult Basic Education, Adult High School and ESL courses are not statutorily exempt from out-of-state tuition. Also, federal and/or state grant funding of these courses does not exempt enrollees from out-of-state tuition. Therefore, these courses are to be included in district requests for remission authorization.

If a district determines during the year that the authorized number of students or credits is insufficient, a request for authorization to remit tuition for additional students and/or credits shall be submitted to Pete Petersen via email at pete.petersen@wtcsystem.edu and include the following text: "(District) requests authority from the WTCS President to remit out-of-state tuition for (number) additional credits for (number) additional needy and worthy students during the (200x – 0x) academic year. The district projects ___ FTEs (net of Community Services) for the year." Where the district board has not delegated authority to make these requests the following text shall also be included in the request: "This request for additional (credits/students/credits and students) was authorized by the (district) board during their (date) meeting.

Documentation

Districts shall maintain needy and worthy documentation and associated tuition remission documentation for at least five (5) years after the year of remission. For each student for whom tuition was remitted, this documentation shall include:

- Name
- Academic year of the remission
- Home state or country
- Number of credits remitted
- Fiscal impact of the remission, computed as the number of credits times the out-of-state tuition rate in effect for the academic year of the waiver.
- Documentation that the student is needy. Documentation of need can be the student's financial need analysis, financial aids budget, a narrative from the student, or a similar document. See the definitions section of this document for additional information.
- Documentation that the student is worthy. For a first time student, a statement that the student meets admission requirements and has been accepted in good standing. For a continuing student, documentation that the student made satisfactory progress in the prior period of attendance.

Au Pairs

Participation in the au pair program shall be considered evidence of financial need for up to the number of post-secondary education credits required in the au pair agreement (currently six credits per year). Documentation of participation in the au pair program is to be maintained by the district in lieu of financial need documentation. Additional information regarding the au pair program is available at <http://exchanges.state.gov/education/jexchanges/private/aupair.htm>.

Specific financial need documentation is required for any additional credits taken in excess of the credits required in the au pair agreement.

Requests in Excess of 0.5%

Requests which exceed 0.5% of the district's projected credits (net of Community Services) for the academic year will be considered for approval only if unused credits are available from other WTCS districts.

Annual Reporting to District Board and System Office

Staff with delegated authority shall annually report remission activity for the academic year. These reports shall include the number of individuals for whom tuition was remitted, the total credits remitted, the financial impact of the actual remissions and the percentage of total actual credits (net of Community Services) which were remitted for the academic year. These reports are to be submitted to the district board and Pete Petersen (via email at pete.petersen@wtcsystem.edu) within 60 days after the end of each academic year. The transmittal to Pete Petersen shall indicate the date of meeting at which the district board received the report.

District boards may require additional information or more frequent reporting.

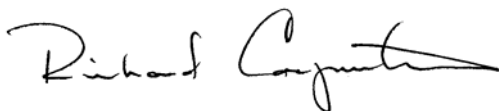
Client Reporting Requirement

Program Fee Code 88 Out-of-State Tuition Remissions shall be reported on the related Course Records submitted in the Client Reporting System for all enrollments exempted from out-of-state tuition based on needy and worthy authorizations from the system president.

Definitions

NEEDY: In the case of a U.S. citizen, a student who has financial need under 20 U.S.C. 1087kk. In the case of a non-U.S. citizen, a student who lacks the financial means to pay out-of-state tuition as determined by a district board based on documentation that available assets and income are insufficient to fund educational expenses, including out-of-state tuition.

WORTHY: A student who meets the normal admissions requirements of a district board for enrollment and who maintains satisfactory academic progress according to the district's standards.



Dr. Richard G. Carpenter
President
Wisconsin Technical College System