

ADMINISTRATIVE BULLETIN

Date: February 25, 2004

Subject: Remission of Out-of-State Tuition – Exchange Agreements
With Foreign Educational Institutions

Contact: Pete Petersen, Administrative Services Coordinator
608-266-1433 pete.petersen@wtcsystem.edu

Effective: Summer Session - 2004

Overview

S. 38.24(3)(c)2, Wis. Stats., empowers the system president to authorize district boards to remit out-of-state tuition to students who are enrolled under exchange agreements with foreign educational institutions, where the agreements provide for the exchange of an equal number of students who are residents of this state. A district that intends to remit out-of-state tuition for students under an exchange agreement shall submit a copy of the exchange agreement and 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.

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@wtcsystem.edu prior to submission of requests by staff with delegated authority.

Exchange Agreements

A copy of the agreement shall be submitted to Pete Petersen at the system office prior to submitting requests for authority to remit out-of-state tuition under an exchange agreement.

Dr. Richard Carpenter, President

Requests

Requests for authority to remit out-of-state tuition for students under exchange agreements 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) credits for (number) students under exchange agreements during the (200x – 0x) academic 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.”

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 students under exchange agreements during the(200x – 0x) academic 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 exchange agreement 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
- Exchange agreement under which the student was enrolled
- 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

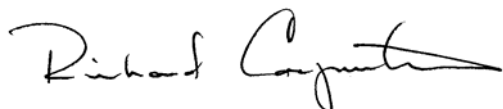
Annual Reporting to District Board and System Office

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 exchange agreement authorizations from the system president.



Dr. Richard G. Carpenter
President
Wisconsin Technical College System