NUMBER:	BUSF 4.04
SECTION:	Business and Finance
SUBJECT:	Tuition Award Program
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Policy for:	All Campuses
Procedure for:	Columbia Campus
Authorized by:	William T. Moore
Issued by:	Business and Finance

I. Policy

Section 59-101-620 of the South Carolina Code of Laws enables public institutions of higher education to offer educational fee waivers to up to four (4%) of the undergraduate students or in an amount based on four (4%) percent of the prior year's tuition revenue.

A. The use of tuition awards is for the following purposes: to enable the campus to have a more direct influence on the diversity of the student body profile (for instance to influence the number of students in a particular major or from an underrepresented cultural background); to enroll academically talented students and students with special talents (for example: valedictorians, students who have high standardized test scores, musicians and other artists); and/or to meet student's financial need or to recognize student's contributions to the University.

B. Tuition awards are a reduction in tuition fees and may not be used to provide for other educational fees such as bonded indebtedness, books, housing and meals.

C. Senior and regional campuses:
These students may include high school concurrent students and non-resident students. For each non-resident student, the combination of tuition award plus waived fees may not be greater than the differential between the tuition rates for resident and non-resident students. Senior and regional campuses may use no more than one-half of the 4% calculation to award non-resident students.

II. Procedure

A. Determining Dollar Availability
For the purpose of this policy an educational fee waiver will be called a "tuition award." There are two methods for determining award amounts.

1. Enrollment Method: Under this method the number of awards allowed is determined by multiplying prior year's enrollment by four (4%) percent. This calculation would establish the maximum number of fee waiver awards available to a campus. All awards could be made at full tuition levels if desired.

2. Equivalent Method: If awards of less than full tuition are to be made, the equivalent method should be used to determine the maximum dollar amount of tuition awards that can be used. Compliance within the law is achieved under an equivalent method determined as follows:

   Add the total Fall semester undergraduate credit hours to the total Spring semester undergraduate credit hours and divide the total by the full-time fee divisor of twelve. This will give the equivalent number of the full fee (total credit hours/12). Multiply the equivalent number of the full fee times the full in-state fee amount, less the portion of the fee dedicated to bonded indebtedness.

   This will give the equivalent number of the full fee. The authorized fee waiver dollar amount is four (4%) percent of this total.

   Consistent application of either method would be in compliance with the SC ST SEC 59-101-620. Other funding sources must be used to cover the bonded indebtedness portion of a student's tuition and the difference between out-of-state and in-state fees.

B. Awarding Tuition Waivers

The authorized fee waiver dollar amount to be budgeted must be approved by the Board of Trustees through the budget process prior to the fiscal year the tuition waivers are to be granted.

The Senior and Regional Campuses fiscal officers and the Columbia Campus fiscal officer for the Vice President for Student Affairs Office will:

1. Secure budget approval for the amount to be awarded by submitting documentation of computations along with a budget request via channels to the Budget Office.

2. Request the Budget Office to establish budgets in specific accounts to which awards will be charged. Account(s) are to be budgeted under class code 54522 which has been established for use only with tuition awards.

3. Provide budget amount to the awarding units who will select recipients.

Each awarding unit will:

1. Select and notify recipients of their award and provide them with written terms and conditions of the award.

2. Provide the appropriate Financial Aid Office with names of recipients and amounts of awards for inclusion on Financial Aid Computer System.

3. Monitor total commitments to remain within budget and eligibility of students the same as for all other financial assistance awards.

The Financial Aid and Scholarship Offices will:

1. Process tuition awards for disbursement of student agreements by Student Loan Accounting. Checks will not be issued for this type of award.

2. The Business and Finance Office will monitor all scholarships funded by tuition awards (object code 54522).

The tuition award program is a funding mechanism and not a separate scholarship program. Each department that awards scholarships supported by the tuition awards must have written selection and renewal criteria on file in the Office of Student Financial Aid and Scholarships. Students whose scholarships are funded by a tuition award will be informed that they are the recipient of the specific scholarship for which they qualify and may not be aware that the award is funded through the tuition award Program. Any undergraduate student eligible to receive a scholarship may have the scholarship funded by the tuition award program.

III. Reason for Revision

Policy updated to allow USC Senior and Regional Campuses to use 4% fee waiver funds for non-resident students subject to conditions.