



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (“OP”)

OP 14.15: Tuition and Fees – Exemptions and Waivers

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	President
Responsible Office:	Vice President for Administration and Finance
Next Scheduled Review:	10/01/2029. This OP will be reviewed in October every three (3) years, or as needed, by the Vice President for Administration and Finance and forwarded to the President for approval.

I. Purpose/Reason

The purpose of this OP is to outline and define tuition and fee exemptions and waivers for Midwestern State University, (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System. All exemptions and waivers are subject to change by action of the Texas Legislature and/or TTU System Board of Regents.

II. Policy/Procedure

A. Authority

All tuition and fee exemptions and waivers available to MSU students have been authorized by state statutes and/or TTU System Board of Regents. The Satisfactory Academic Progress and Excessive Hours rules are provided in *Texas Education Code*, Section 54.2001. In accordance with *Texas Education Code*, Section 54.2002, classes that are considered non-formula funded will not be covered.

B. Exemptions and Waivers

- ~~1. Application procedures and a complete list of authorized exemptions and waivers can be found at:~~

~~<http://www.angelo.edu/live/files/25069-exemptions-and-waiver>~~

Additional information regarding exemptions and waivers may be found on the Texas Higher Education Coordinating Board website under Exemptions & Waivers:

<https://www.highered.texas.gov/student-financial-aid-programs/exemptions-waivers/>

2. Students should present all completed forms and documentation associated with the exemption or waiver to the ~~"submit to office" listed on the Exemptions and Waivers web page referenced above~~Business Office no later than the census date of each term.
 - a. Census Date can be found on the academic calendar.

~~i.—<https://msutexas.edu/registrar/calendars.php><https://www.angelo.edu/current-students/registrar/academic-calendar.php>~~
3. All exemption and waiver forms must be submitted in original form with original or digital signatures. Incomplete forms will be returned to the student and will not be processed until the form is completed.
4. Exemption and waiver forms must be submitted no later than the last class day of the semester. Any requests submitted after this date must include documented extenuating circumstances to evaluate eligibility.
5. Students will be required to meet GPA and/ or excessive credit hour minimums in order to continue to receive the benefits of a mandatory or discretionary exemption or waiver from the payment of all or part of tuition and fees after initial qualification.
 - GPA requirements are established per Financial Aid policy and will apply to the continuation of your exemption or waiver benefits regardless of aid eligibility.
 - Excess credit hours will be evaluated as defined by *Texas Education Code*, Section 54.014. For students initially enrolling in the fall 1999 semester and subsequent terms, excess credit hours are those hours attempted by a resident undergraduate student that exceed by more than 45 hours the number of hours required for completion of the degree plan in which the student is enrolled. For students initially enrolling in the fall 2006 semester and subsequent terms, excess credit hours are those hours attempted by a resident undergraduate student that exceed by more than 30 hours the number of hours required for completion of the degree program in which the student is enrolled.
 - The following exemptions and waivers are excluded from GPA and excessive hours requirements: Dual Credit, Foster Care, former Prisoners of War, Hazlewood for all children or spouses of veterans killed in action, missing in action, or who died as a result of service-related illness or injury, POW, and waivers that allow non-residents to pay resident tuition rates.
6. Students who do not meet GPA or excess hours requirements will be notified via their official MSU e-mail by the ~~Student Accounts Office~~Business Office. A student may appeal to continue receiving the exemption or waiver by completing the SB 1210 Exemption/Waiver Appeal Request (83rd Texas Legislature, Regular Session) and providing the necessary supporting documentation to the Business Office~~Student Accounts Office~~. The appeal letter must show hardship

or other good cause for the exemption or waiver to continue. Hardship or other good cause includes:

• ~~<https://www.angelo.edu/live/files/28061-sb1210-appeal-form>~~

- a. severe illness or other debilitating condition that could affect the student's academic performance;
- b. the student was responsible for the care of a sick, injured, or needy person and that responsibility could affect the student's academic performance;
- c. the student was active duty Texas National Guard; or
- d. other special circumstances ~~allowed by Student Accounts policy.~~

6. Students who are not exempt from Selective Service registration are required to register for Selective Service in order to receive the benefits of a mandatory or discretionary exemption or waiver from the payment of all or part of tuition and fees.

III. Related Statutes, Rules, Policies, Forms, and Websites

Texas Education Code Section 54.2001

Texas Education Code Section 51.9095

MSU OPs

IV. Responsible Office

Contact: Vice President for Administration and Finance
 Phone: (940) 397-4237
 Email: chris.stovall@msutexas.edu

5. Revision History

— 202_: Adopted and approved by MSU President Stacia Haynie as Operating Policy/Procedure (“OP”) 14.15: Tuition and Fees – Exemptions and Waivers.

 Stacia Haynie, President
 Midwestern State University

Date Signed: _____

Angelo State University

OP 14.15: Tuition and Fees – Exemptions and Waivers

PURPOSE:

This operating policy outlines and defines tuition and fee exemption and waivers for Angelo State University. All exemptions and waivers are subject to change by action of the Texas Legislature and/or Texas Tech University System Board of Regents.

REVIEW:

This OP will be reviewed in August every three years, or as needed, by the director of student accounts and bursar and the executive director and controller in conjunction with the director of financial aid with recommended revisions forwarded through the vice president for finance and administration to the president.

POLICY/PROCEDURE

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