



Effective: 4/1/16
Last Revised: 4/2/19

Responsible University Office:
Academic Services & Enrollment Management

Responsible University Administrator:
Senior Vice Chancellor for Academic and Student Affairs

Policy Contact:
Associate Vice Chancellor for Academic Services and Enrollment Management

UNK Policy on Tuition Remissions

POLICY CONTENTS

Scope
Policy Statement
Reason for Policy
Procedures
Definitions
Additional Contacts
Forms
Related Information
History

Scope

The purpose of this policy is to provide guidance and direction to administrative and academic units across the UNK campus who utilize tuition remissions in their work with students.

Policy Statement

Administrative and academic units who utilize tuition remissions are required to follow the procedures, processes and principles outlined within this policy when utilizing tuition remissions for UNK students.

Reason for Policy

The primary purpose of this policy is to ensure that federal, state and University of Nebraska Regents policies and regulations are being followed.

Procedures

Procedural Guidelines for Tuition Remission Programs

Eligibility Requirements and Selection Criteria for Tuition Remissions Programs:

The University defines minimum eligibility requirements for tuition remissions. However, specific selection criteria as defined by the awarding department may exceed university minimums. Units that issue tuition remissions must develop specific and measurable written selection criteria and document that the student has met all requirements before awarding the tuition remission.

Application Procedures and Selection Processes:

Non-Need Based Tuition Remission application, selection and notification processes are decentralized activities. Need Based Remissions are the responsibility of the Financial Aid Office. The unit awarding the tuition remission is responsible for maintaining written documentation supporting tuition remission advertising, application, selection, notification and terms for renewal if applicable.

Recordkeeping Responsibilities for Tuition Remission Programs:

Record keeping responsibility occurs within the academic or administrative unit awarding the remission. University of Nebraska Board of Regents Student Records Retention and Disposition Schedules 170-17-13 and 170-17-14, Financial Aid Records state, “Financial Aid records for AWARDS, GRANTS, FELLOWSHIPS and SCHOLARSHIPS. (UNSUCCESSFUL APPLICANTS), including applications, transcripts, evaluative records, award letters etc. be maintained on file for 3 years after the award calendar year through December 31, and that for (SUCCESSFUL APPLICANTS) records should be maintained for 5 years after the degree is completed, or date of last attendance (whichever is sooner)”.

Tuition Remission Limits:

Remissions cannot exceed tuition charges and cannot be applied to non-tuition charges. Refunds of the tuition remission to the student is prohibited.

Monitoring and Reporting:

The Financial Aid Office and the Associate Vice Chancellor for Academic Services and Enrollment Management are responsible for the overall monitoring of the University of Nebraska at Kearney’s tuition remission program, including the adoption of written policies and procedures as well as implementation of appropriate methods of counting and reporting the value and number of remissions. In addition, the University conducts internal audits of tuition remissions and participates in external audits conducted by the State of Nebraska. The Financial Aid office processes all tuition remissions awarded by the various academic and administrative units on campus and confirms with the awarding unit the eligibility of all student recipients.

Creation of New or Alteration of Existing Tuition Remissions Programs:

Academic or Administrative Units that wish to alter an existing tuition remission program or create a new tuition remission program must submit a formal request to the Associate

Vice Chancellor for Academic Services and Enrollment Management for initial review. At a minimum, the request should include the following.

1. A rationale for the change or the addition of the new program.
2. A revenue calculation that includes an anticipated return on investment (ROI)
3. An estimate of the impact on the UNK Remissions Budget.
4. A follow-up plan for analyzing the impact of the change or new remission program one year following implementation.

Following initial review by the AVC the formal request will be forwarded to the Senior Vice Chancellor for Academic and Student Affairs and the Vice Chancellor for Business and Finance for review and consideration. If approved, the proposal will be forwarded to the Chancellor for final review and consideration by the Cabinet. Ultimately, the Chancellor must approve in writing any changes to existing tuition remission programs and all new tuition remission programs.

Guiding Principles:

1. Given the overall negative impact on net tuition revenue UNK strives to limit tuition remissions to less than 100% of the total tuition due for individual students. A secondary benefit to limiting the size of individual student tuition remissions is the ability to recruit and retain more students with the same budget amount.
2. The Associate Vice Chancellor for Academic Services and Enrollment Management has oversight responsibility for the administration of all University of Nebraska at Kearney tuition remission programs.

Definitions

Tuition remissions (the reduction or elimination of tuition charges) are a form of financial aid awarded to students based upon specific eligibility criteria. For the purposes of this policy, the term tuition remission will be understood to be the same as tuition waiver and will refer to the reduction or elimination of tuition charges. Tuition remissions are foregone revenue for UNK and/or the NU system and must be used strategically and in ways that support the Mission, Vision and Values of the institution. Non-Need Based tuition remissions funded by the University of Nebraska at Kearney cannot exceed tuition charges. Institutional tuition remissions at UNK are awarded to attract students who have shown superior academic performance or other special skills that will enhance the student body and who are likely to choose another institution were it not for receiving the tuition remission. Need based tuition remissions are awarded based upon the student's eligibility as determined by Estimated Family Contribution as calculated on the Free Application for Federal Student Aid (FAFSA).

Names and Descriptions of Tuition Remission Programs

Need Based

UNK Need Grant: This grant is awarded by the campus to students who complete the Free Application for Federal Student Aid. The Office of Financial Aid establishes

parameters of eligibility annually when developing the institution's packaging policy. UNK receives budgeted funds for this grant annually.

University Tuition Assistance Grant: This grant is awarded by the campus to students who complete the Free Application for Federal Student Aid. It is awarded according to the packaging policy developed by the Office of Financial Aid. UNK receives budgeted funds for this grant annually.

UNK Tuition Support: This grant is awarded by the campus to students who complete the Free Application for Federal Student Aid according to the Office of Financial Aid packaging policy. This is a tuition remission funded by UNK.

Non-Need Based

Remissions Mandated by Regents Policy:

Board of Regents Scholarship: Academic scholarship to high achieving first time freshmen. Awarded at the discretion of each NU campus using the minimum standards described in the Regents Policy (RP 5.8.5)

Non-Resident Scholarship: Academic scholarship awarded to students admitted as non-residents. Each NU campus determines the amount and criteria consistent with Regents policy. (RP 5.8.3)

Legacy Scholarship: Awarded to the nonresident children of Alumni. Each NU campus determines the amount and criteria consistent with Regents policy. (RP5.8.4.)

University of Nebraska Employee Scholarships: awarded for University employees or their dependents. Available for up to 15 credit hours each academic year. (RP 3.2.6)

KSC Spouse and Dependent Waiver: provides 50% of the tuition charges per semester for the dependent or spouse of an employee of the former Kearney State College.

Yellow Ribbon Tuition Waiver: awarded to non-resident students who are veterans and eligible for the Post 9-11 GI Bill. UNK will waive the difference between 1/2 of resident and non-resident tuition for eligible veterans. The VA pays the balance of the differential. Participation of the entire NU system was mandated by former President Milliken.

Remissions Mandated by State Law:

Veterans Dependent Tuition Waiver: a waiver of tuition and in some circumstances fees for the dependents of Nebraska resident veterans who were permanently disabled or killed in the line of duty. See: <https://veterans.nebraska.gov/waiver-tuition-program>.

Military Reserve Tuition Waiver: 50% waiver of tuition for an active reservist:
<https://veterans.nebraska.gov/reservist-tuition-credit-program>

Nebraska Law Enforcement Education Act (LB 906) provides a waiver of 30% of the resident tuition charges of law enforcement officers pursuing a bachelor's degree related to a career in law enforcement for a period of up to five years. Contact the Criminal Justice Department or the Financial Aid office for full information.

Line of Duty Dependent Education Benefit (NE. Statute 85-2304). For the Children of law enforcement officers and firefighters killed in the line of duty. Tuition and fees remaining after subtracting awarded federal financial aid grants and state scholarships and grants are “waived” by the institution.

Institutionally Governed Remissions:

UNK Distinguished Scholar Award (formally named Chancellor’s Scholarship): academic merit scholarship granted to entering first time freshmen based on academic credentials presented on the application for admission.

UNK Loper Achievement Award (formally named Dean’s Scholarship/Loper Excellence Award): Academic merit scholarship granted to entering first time freshmen based on academic credentials presented on the application for admission.

Loper Heritage Scholarship: awarded to undergraduate students who are non-residents, that meet eligibility requirements and who have at least one parent who is a graduate of UNK.

Cooperating School Scholarships (Co-op): Awarded to school districts who host University of Nebraska students completing their student teaching. Recipients must be entering first time freshmen and must meet academic criteria established by the institution. Nominees are submitted by the school districts.

Blue & Gold Scholarship: awarded to high achieving Non-Resident undergraduate students who present academic credentials upon admission comparable to the Regents Scholarship.

Colorado Advantage Scholarship: awarded to undergraduate students who are residents of the state of Colorado and who meet eligibility requirements.

Kansas Advantage Scholarship: awarded to undergraduate students who are residents of the state of Kansas and who meet eligibility requirements.

Honors Tuition Scholarship: awarded to students admitted to the Honors Program who are not receiving a Regents Scholarship. Determined by the Honors Program Director in collaboration with the Director of Financial Aid.

Transfer Regents: awarded to a select number of entering transfer students from a Nebraska community college. Minimum transfer GPA required is 3.5. Typically, five awards are made annually.

Kearney Health Opportunities Program (KHOP): This is a four-year renewable commitment awarded to entering freshmen. Recipients must demonstrate a commitment to practicing in health care field in rural Nebraska. Provides a full waiver of tuition.

Awarded by the Health Sciences Department in collaboration with the University of Nebraska Medical Center.

Kearney Law Opportunities Program (KLOP): This is a four year renewable commitment awarded to entering freshmen. Recipients must demonstrate a commitment to practicing law in rural Nebraska. Provides a full waiver of tuition up to 125 credit hours. Awarded by the Political Science Department in collaboration with the University of College of Law.

Transfer Scholarship: awarded to entering transfer students from any institution. Minimum requirements are 3.25 cumulative transfer GPA and 24 completed hours from the transfer institution. Typically up to 15 awards are made annually.

OMA Leadership Scholarship: awarded at the discretion of the Director of the Office of Multicultural Affairs to admitted students who actively participated in OMA programming. Minimum GPA required is a 2.5.

Athletic Tuition Waiver: Waivers granted to students who are members of an intercollegiate athletic team at UNK. Administered by the UNK Athletic Department.

Multicultural Community Service Scholarship: awarded by the Director of the Office of Multicultural Affairs to admitted students who demonstrate a commitment to building a diverse campus community. Provides a full waiver of tuition for eight semesters plus one summer term. Typically, around 15 awards are made annually.

Special Activity Grants: (Music, Art, Communications, Spirit Squad, Theater and Speech) partial waivers of tuition awarded at the discretion of the departments. Students are selected via auditions, or portfolios. They may be renewed at the discretion of the department.

PHEAST (Public Health KHOP): awarded to Nebraska residents in their sophomore or junior year of college. Recipients must demonstrate a commitment to provide public health services in rural Nebraska.

International Student Scholarship: awarded to international students studying at the University of Nebraska at Kearney. Typically, these are required through an agreement administered through the International Education office. Award amounts vary depending upon the program.

ISS Scholarships: a portion of the annual ISS Scholarship budget is awarded to prospective international students as a first-year scholarship of up to \$3,250.00. The overall amount used for first year scholarships will be \$32,500.00, or 25% of the current \$130,000.00 budget. The remainder of the ISS Scholarship remissions budget (\$97,500.00) is awarded at the discretion of the International Education Program to currently enrolled international students who demonstrate high caliber academic work and/or service to the University community. Award amounts vary.

Non-Resident International Waiver: awarded to international students studying at the University of Nebraska at Kearney. The waiver varies; but can cover up to the difference between resident and non-resident tuition. Recipients are identified upon admission and are enrolled at UNK under an agreement maintained by the International Education Office.

International Education Program Undergraduate Tuition Waiver (IEP): awarded to international students who are admitted under certain agreements administered by the International Education Office. Award amounts vary.

Dual Enrollment and Early Admissions: awarded to high school students who are taking a UNK course either delivered on campus or via distance by a UNK instructor or under dual enrollment, by a high school instructor certified by the University. The waiver pays the difference between the actual tuition that would be normally charged and the flat rate high school students in these programs are charged.

UNK Dual Enrollment Teachers Tuition Remission Program: A special program created to assist those high school teachers who were employed by UNK as of January 1, 2017 to complete UNK graduate course work needed to meet new (Effective Fall 2017) HLC qualifications. Program will end August 2020.

TeamMates Scholarships: Awarded to students who are coming from Mentorship programs such as TeamMates, College Possible, etc. Students will have to be part of one of these mentorship programs, apply for FAFSA and show financial need. Campus committees will make the selection of the recipients from the nominations from the mentorship programs. These scholarships are renewable for three additional years provided scholarship recipients keep good academic standing, full-time status and a 3.0 GPA. The scholarships will reduce students' tuition at UNK during the fall or spring semester. These scholarships are competitive to all applicants that meet the above criteria.

Additional Contacts

Subject	Contact	Phone	Email
Director of Financial Aid	Mary Sommers	308-865-8520	sommersm@unk.edu

History

The UNK Policy on Tuition Remissions was adopted in 2016. The Tuition Remission Policy is reviewed annually by the UNK Cabinet and approved by the Chancellor.