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Responsible University Office:
Enrollment Management

Responsible University Administrator:
Vice Chancellor, Enrollment Management and Marketing

Policy Contact:
Director, Financial Aid

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 at UNK who utilize tuition remissions as a service to 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 and that negative revenue impacts associated with remitting tuition as an enrollment strategy are accounted for and documented.

Procedures

Procedural Guidelines for Tuition Remission Programs

Eligibility Requirements and Selection Criteria for Tuition Remissions Programs:

The Office of Financial Aid, in concert with the Vice Chancellor of Enrollment Management and Marketing, defines minimum eligibility requirements for tuition remissions. Specific selection criteria as defined by the awarding department may exceed university minimums. Units that offer tuition remission 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 promotion, 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 charged and cannot be applied to charges other than tuition. Refunds of the tuition remission to the student is prohibited.

Monitoring and Reporting:

The Financial Aid Office, the Vice Chancellor for Enrollment Management and Marketing and the Budget Office are responsible for monitoring 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 academic and administrative units on campus and confirms with the awarding unit the eligibility of all student recipients. The Vice Chancellor of Business and Finance and Vice Chancellor of Enrollment Management and Marketing will report an annual review of remissions programs to the Cabinet.

Creating New or Altering Existing Tuition Remissions Programs:

Academic or Administrative Units seeking to alter an existing tuition remission program or create a new tuition remission program must submit a formal request to the Vice Chancellor for Enrollment Management and Marketing for initial review, no later than June 1 in the calendar year preceding the awarding/recruiting year (for example, June 1, 2024 for fall 2025 enrollment). If a request or policy change is received after that date, consideration of the request may be appealed to the Chancellor. The request will include the following:

1. Rationale for a change or the addition of the new program.
2. All awarding criteria including academic qualifications, eligibility for initial awarding and renewal.
3. Revenue calculation that includes an anticipated return on investment based on the predicted enrollment in the program, for each cohort year over 4 years or the appropriate renewal period.
4. Estimate of the impact on the UNK remissions budget.
5. Plan to promote and recruit for the remission-based program, if new, including budget source for promotion and recruitment activities.
6. Plan for analyzing the impact of the change or new remission program each year following implementation.
7. Plan for documenting applicants and awards for future audit.

Following initial review by the VCEMM the formal request will be forwarded to the Senior Vice Chancellor for Academic Affairs and Vice Chancellor for Business and Finance for review and consideration. If approved, the proposal will be sent to the Chancellor for final review and consideration by the Cabinet. 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.
2. The Vice Chancellor for Enrollment Management and Marketing has oversight responsibility for the administration of all University of Nebraska at Kearney tuition remission programs.

Definitions

Tuition remission (the waiving, reduction or elimination of tuition charged) is 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 charged. 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 charged. 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 may 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 the Student Aid Index as calculated on the Free Application for Federal Student Aid (FAFSA).

Names and Descriptions of Tuition Remission Programs

Need Based

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 procedures. 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 from Nebraska. 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)

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.

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>

NE First Responder Recruitment and Retention Law Enforcement Education Act: Under the First Responder Recruitment and Retention Law Enforcement Education Act, sworn

officers, first responders, and their dependents may be eligible for a waiver of 100% of their resident tuition charges (after other financial aid) for pursuing a baccalaureate degree program that relates to their career. This was initially established by LB727 in 2023 https://www.unk.edu/offices/financial_aid/nebraska-law-enforcement-education-act.php

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: Academic merit scholarship granted to entering first time freshmen based on academic credentials presented on the application for admission.

UNK Loper Achievement Award: Academic merit scholarship granted to entering first time freshmen based on academic credentials presented on the application for admission.

New Nebraskan Scholarship: Undergraduate students from outside Nebraska (and from the U.S.) who enroll in programs that are traditionally delivered, will receive a waiver of the difference between resident and non-resident undergraduate tuition.

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 in collaboration with the College of Education.

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.

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 120 credit hours. Awarded by the Political Science Department in collaboration with the University of Nebraska 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.

IEL Leadership Scholarship: awarded by committee led by the Director of the Office of Intercultural Engagement and Leadership to admitted students who actively participated in IEL programming or organizations. 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.

Intercultural Service Scholarship: awarded by committee led by the Director of the Office of Intercultural Engagement and Leadership to admitted students who demonstrate a commitment to building a diverse campus community. Provides a full waiver of tuition for up to 8 regular semesters and 2 summer terms.

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

International Student Discount, International Loper Award: Awarded to international students studying at the University of Nebraska at Kearney at a variable discount to be reviewed annually.

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, typically in an exchange who are admitted under certain agreements administered by the International Education Office. Award amounts vary.

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

| <i>Subject</i> | <i>Contact</i> | <i>Phone</i> | <i>Email</i> |
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| Director of Financial Aid | Renee Besse | 308-865-8520 | <u>besser@unk.edu</u> |
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History

The UNK Policy on Tuition Remissions was adopted in 2016 and amended/updated in 2020 and 2024. The Tuition Remission Policy is reviewed annually by the UNK Cabinet and approved by the Chancellor.