



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: REMISSION OF OUT-OF-STATE TUITION - NEEDY AND WORTHY STUDENTS	Code: BB0201-1
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Policy Reference: B0201-1, Remission Of Out-Of-State Tuition For Needy And Worthy Students

I. Background

State statutes empower the Wisconsin Technical College System (WTCS) state director to remit out-of-state tuition to needy and worthy students. Remissions are limited to .5 percent of projected credits, excluding community services, and are limited to one academic year. The Vice President, Finance, must approve each request.

II. Definitions

OUT-OF-STATE TUITION: The additional tuition charge established by the WTCS for students who are not a resident of Wisconsin or covered by a tuition reciprocity agreement.

NEEDY: In the case of a U.S. citizen, a student who has financial need under 20 U.S.C. 1087kk. In the case of a non-U.S. citizen, a student who lacks the financial means to pay out-of-state tuition as determined by a district based on documentation that available assets and income are insufficient to fund educational expenses, including out-of-state tuition.

WORTHY: A student who meets the normal admissions requirements of a district board for enrollment and who maintains satisfactory academic progress according to the district's standards.

III. Procedure

The student initiates the waiver request by completing an MATC Student Request for Out-Of-State Tuition Waiver form and its attachments. If the student is not in the U.S. or unavailable, a sponsor may initiate the request. The completed form and its attachments are to be forwarded to the program counselor. Request forms are available from any campus registration office.

- A. The program counselor completes the Program Entry Verification for Out-Of-State Tuition Waiver form. This form serves as documentation that the student is worthy of consideration as a result of meeting admission requirements and will be/has been accepted in good standing. The completed verification and request forms are to be forwarded to the Registrar.



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- B. The Registrar completes the Registration Supporting Data and Out-Of-State Tuition Waiver Checklist forms and verifies the information supporting the remission request. The supporting data form serves as documentation of the tuition remission request. The completed forms and checklist are to be forwarded to the Vice President, Student Services.
- C. The Vice President, Student Services reviews the information and recommends approval or denial of the request.
1. If approval is recommended, the checklist and supporting information are to be forwarded to the academic division dean.
 2. If the request is denied, the Vice President, Student Services will provide the student (or sponsor) the reason for the denial.
- E. The academic division dean reviews the information and recommends approval or denial of the request.
1. If approval is recommended, the checklist and supporting information are to be forwarded to the Vice President, Finance.
 2. If the request is denied, the academic division dean is to provide the student (or sponsor) and Vice President, Student Services, the reason for the denial.
- F. The Vice President, Finance, will review the supporting information and complete a letter of transmittal to the WTCS state director. The letter must include:
1. The name and home state or country of the individual for whom the remission is requested.
 2. The academic year for which the request is made.
 3. The fiscal impact of such waiver, computed as the number of credits times the out-of-state tuition rate in effect for the fiscal year of the waiver. NOTE: Out-of-state tuition applies to basic education courses. These credits are to be included in the request.
 4. The district's latest total projected credits, net of community services, for the year of the request.
 5. A brief rationale for the request.
 6. The signature of the individual submitting the request.



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In addition, the request must be supported by:

1. Documentation that the student is needy. Documentation of need can be the student's financial need analysis, financial aids budget, a narrative from the student, or a similar document.
2. Documentation that the student is worthy. Documentation that a first time student is worthy shall be a statement that the student meets admission requirements and will be/has been accepted in good standing. For continuing students, the documentation must indicate that the student made satisfactory progress in the prior period of attendance.

- G. The Vice President, Finance, shall notify the student, Vice President, Student Services, and academic division dean of the WTCS state director's decision.

IV. Limits

Approvals will be granted for only one academic year at a time. A separate request must be submitted for each academic year that a student attends and the district wishes to remit tuition.

V. Requests in Excess of 0.5%

Requests which exceed 0.5% of MATC's projected credits (net of community services) for the year will be considered for approval only if unused credits are available from other WTCS districts. If MATC wishes to exceed the 0.5% limit, a request is to be sent to the WTCS state director which identifies the total projected credits (net of community services) for the year, 0.5% of the projected credits, and the total credits MATC wishes to remit for the academic year.

Office of Responsibility: Finance Department