

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. FA-1

WAIVER OF REGULAR FEES FOR THIRD-PARTY SPONSORED COURSES

General:

- 1.1. Scope: Policy regarding waiver of regular fees for courses sponsored by a third party.
- 1.2. Statutory References: W.Va. Code § 18B-10-9.
- 1.3. Passage Date: January 23, 2002
- 1.4. Effective Date: Upon passage
- 1.5 Background: This policy replaces Board of Trustees Series No. 40, dated March 10, 1989, which was abolished by the Higher Educational Policy Commission. This version is substantially similar except reporting of third-party sponsored waivers is now to the Board of Governors. This policy was previously numbered as MUBOG Policy No. 1

Policy:

- 2.1 Pursuant to WV Code 18B-10-9, Marshall University may enter into agreements with third parties whereby the third party may sponsor any course, institute, workshop, special course, or other educational program offered by the University for credit. Under such agreements the students enrolled shall be excused from the payment of tuition, registration and enrollment fees.
- 2.2 Third-party waivers will be initiated at the college level. The Dean or predetermined designee shall be responsible for the completion and approval of each waiver.
- 2.3. Each offering will require the completion of a Contractual Agreement and a Request for Waiver of Regular Student Fees for Courses with Third-Party Sponsors.
- 2.4. The Contractual Agreement shall be signed by both the institution and the third party sponsor and shall include, but not be limited to, the following:
 - 2.4.1. Name of course;
 - 2.4.2. Location;
 - 2.4.3. Time period;
 - 2.4.4. Official names and addresses of both parties;
 - 2.4.5. Names of persons who are responsible;

2.4.6. Financial obligations, including arrangements and/or payment schedule;

2.4.7. Authorized signature of both parties.

2.5. Request for Waiver of Regular Student Fees for Courses with Third-Party Sponsors will require formal approval by the President or his designee before the registration process can be completed. Request for Waiver forms shall require the following information:

2.5.1. Requesting institution;

2.5.2. Time period;

2.5.3. Sponsoring agency;

2.5.4. Course title and number;

2.5.5. Approximate number of students (resident - nonresident)

2.5.6. Approximate number of credit hours;

2.5.7. Total value of the waiver based on current fee structure;

2.5.8. Actual amount to be paid for direct cost of the course;

2.5.9. Actual amount to be recovered by the institution for indirect cost overhead. (The Senior Vice President for Finance shall establish the indirect cost rate each fiscal year).

3.1. Third party fee waivers will be reported to the Marshall University Board of Governors in October for each fiscal year ending June 30.