ITEM: Approval of updated Policy No. FA-1 – Waiver of Regular Fees For Third-Party Sponsored Courses

COMMITTEE: Finance, Audit and Facilities Planning Committee

RECOMMENDED ACTION: Resolved, That the Marshall University Board of Governors does hereby approve Policy No. FA-1, Waiver of Regular Fees For Third-Party Sponsored Courses. Further Resolved, That the policy changes are approved as final at the conclusion of the comment period if no substantive comments are received.

STAFF MEMBERS: Robert B. Collier, Associate Director of Student Financial Systems

Jason Baldwin, Budget Manager

BACKGROUND:

This policy is a revision of Marshall University Board of Governors Policy FA-1, Waiver of Regular Fees for Third-Party Sponsored Courses.

The policy is being changed to align it terminology with the statute more closely.

Fiscal Note:
There is no anticipated additional cost to the institution for implementing this policy.

Upon approval of this resolution, a comment period will open and remain open until 10:00am on Tuesday, March 22, 2022. If substantive comments are received, a final policy will be presented to the Board for approval at a subsequent meeting. If no substantive comments are received, the policy will be considered approved in its current form with an effective date of the end of the comment period.

Comments should be sent via paper mail only (USPS mail or campus mail) to:

Michael McGuffey
Office of the President
Marshall University
Huntington, WV 25755
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.


1.3. Passage Date: May 28, 2019

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. Effective May, 28, 2019, it became MUBOG Policy No. FA-1. This policy is being changed to align its terminology with the statute more closely.

Policy:

2.1. Pursuant to W.Va. Code §18B-10-9, Marshall University may enter into agreements with third parties whereby the third-party may sponsor wholly finance through a grant 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 through “Third-party Waivers”.

2.2. Third-party Waivers (Waiver) for the course will be initiated at the college level. The Dean or their 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 Grant Waiver Agreement between Marshall University and the Third-party. The Grant Agreement will specify whether the Third-party is wholly financing a course, institute, workshop, special course, and/or other educational program offered by the University for credit. Request for Waiver of Regular Student Fees for Courses with Third-Party Sponsors.

2.4. The Contractual Agreement Grant Waiver Agreement shall be signed by both the Marshall institution and the third-party sponsor and shall include, but not be limited to, the following:

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

2.4.2. Authorized signature of both parties;

2.4.3. Sponsoring agency;
2.4.4. Course title, CRN, and Section;

2.4.5. Term;

2.4.6. Instructor of record;

2.4.7. Date and location of course;

2.4.8. Approximate number of students;

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

2.4.10. 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).

2.4.11. Official names and signatures of persons responsible for submission and approval of the Contractual Agreement, Grant Agreement, Waiver Agreement.