

## **Davis Technical College Student Financial Aid - High School Fee Waiver Policy**

**Effective Date: 08-23-2011**

President's Council Approval: 10-18-2011

Reviewed: 09-12-2012

### **1. Purpose**

1.1. This policy is established in order to ensure that the cost of required textbooks, equipment, and materials do not exclude high school students who are unable to pay.

### **2. References**

- 2.1. Darrel White, UCAT email dated 09-02-2005, "High School Student Fees - Waiver"
- 2.2. Jared Haines, Vice President UCAT email dated 09-09-2005, "High School Student Fees - Waiver"

### **3. Definitions**

- 3.1. **Fee:** Any charge, deposit, rental, or mandatory payment required by the student's program of study, however designated, whether in the form of money or goods.
- 3.2. **Fee Waiver:** A waiver applied to fees (3.1.).
- 3.3. **Eligible Student:** A student who qualifies for a fee waiver.
- 3.4. **Eligible Program:** All programs for which CIP Codes have been identified by the District as qualifying for high school credit.
- 3.5. **Reusable Items:** Items such as textbooks, appliances, or equipment that can be used by subsequent students attending the program. Workbooks and curriculum are not considered reusable items.

### **4. Policy**

#### **4.1. Student Eligibility**

- 4.1.1. A student must qualify for free lunch through their high school or district lunch program to be considered an eligible student.
- 4.1.2. Eligible students must have been referred from their high school through the transmittal process.
- 4.1.3. Eligible students must be enrolled in an eligible program.

#### **4.2. Waiver Qualifications and Limitations**

- 4.2.1. Eligible students will be provided with a book and/or fee waiver up to an amount not to exceed \$175.00 per academic year.
- 4.2.2. Licensing and certification fees required by outside agencies are not considered institutional fees and are therefore not covered under this policy.
- 4.2.3. Student supplied are not eligible for waiver.
- 4.2.4. When available, students will be expected to use reusable items available in the classroom.

### **5. Procedure**

- 5.1. Students will provide evidence from the district that they have been approved for Fee Waiver.
- 5.2. After the student presents their eligibility evidence to the Financial Aid Office the student will be provided with the voucher to be presented to the Cashier and/or

Bookstore.

5.3. The Financial Aid Office will keep track of all vouchers for a period not to exceed 3 years.

