

# Bossier Parish Community College

## Policy & Procedures

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<b>Title:</b>	<b>Student Life Tuition Waivers</b>
<b>Effective Date:</b>	<b>August 1997</b>
<b>Cancellation:</b>	<b>None</b>
<b>Office:</b>	<b>Student Life</b>

### Policy Statement

Students may be awarded Student Life tuition waivers for special talent or services provided to the College. The selection criterion for waivers varies depending on the nature of the activity. Auditions, tryouts, or selections of waiver recipients are publicized and supervised by the faculty/staff advisor to the organization offering the award. Student Life tuition waivers are administered by the Business/Finance Office and are monitored by the Office of Student Life and the Vice Chancellor for Student Services.

### Procedures and Specific Information

#### 1. Purpose

To establish policy and procedures for awarding Student Life tuition waivers.

#### 2. Scope and Applicability

This policy and procedures memorandum applies to all student organizations that award tuition waivers to students for talent or special services. The Director of Student Life or designated staff is responsible for verification of eligibility prior to the waiver being sent to the Business/Finance Office for processing. The Business/Finance Office is responsible for posting all Student Life tuition waiver awards to student accounts.

The maximum dollar value for Student Life tuition waivers should be equal to the amount of **tuition only** and should not cover any fees and/or books unless approved by the Director of Student Life and the Vice Chancellor for Student Services. The student will be responsible for all costs in excess of the award. **Tuition awards are subject to change based on tuition increases.**

Each year, a certain percentage of the college's operating budget is set aside for in-house tuition waivers. In order to stay within this budget, each organization will need to award waivers based on the criteria and/or selection process guidelines outlined in Sections 3-4. All tuition waiver recipients must be full-time students. Part-time student waivers will not be awarded.

### **3. Tuition Waiver Criteria**

Tuition waiver recipients must be full-time students enrolled in 12 or more hours in a regular semester (fall/spring) or 6 or more hours in a summer semester. Recipients must maintain minimum enrollment requirements throughout the semester or be subject to the Student Life Tuition Waiver Restitution Policy.

In accordance with the LCTCS Board guidelines, tuition waiver recipients must have at least a 2.0 cumulative GPA at the time of selection. Organizations offering tuition waivers may have varying requirements specific to their needs (See Section 4: Selection Process). Recipients must maintain minimum GPA requirements throughout the semester or be subject to the Student Life Tuition Waiver Restitution Policy.

### **4. Selection Process**

The method of selecting students for tuition waivers is determined by the organization advisor and is approved by the Director of Student Life. Tuition waiver applications and contracts are submitted to the Director of Student Life or designated staff for verification of GPA and hours. Tuition waiver contracts are then submitted to the Business/Finance Office to be posted to student accounts. Students who are denied Student Life tuition waivers have the right to appeal the decision. Appeals should be submitted in writing to the Director of Student Life (Bossier Parish Community College Office of Student Life; 6220 East Texas St; Bossier City, LA 71111).

Selection methods for each organization are as follows:

- A. **BPCC Debate Club:** Waivers will only be awarded to new members after they have begun meeting/practicing with the team. The debate team coach shall rate all applicants based on the following criteria and award tuition waivers to the 6 students receiving the highest scores: competitive record, participation in team practices/meetings, ability to work harmoniously with others, competitive needs of the team, seniority with the team, and participation during the team's summer debate camp.
- B. **BPCC Gospel Choir:** Applications are submitted to the Office of Diversity and Multicultural Relations. Recipients are selected by an audition process; and, auditions are held in the fall and spring semesters. Scoresheets are kept in the Office of Diversity and Multicultural Relations for one year.
- C. **Cavalier Cheerleaders/Mascot:** Tryouts are held in the spring of each year following an instructional clinic where all candidates are taught the same cheer, chant, and dance. Candidates perform for a panel of judges; and, points are awarded for each category. Scores are totaled by the Director of Student Life or designated representative and the official cheerleader sponsor. A minimum standard score is determined by the judges. Scoresheets are kept in the Office of Student Life for one year.
- D. **Cavalier Players Drama Club:** Applications are submitted to the Communication & Performing Arts Division each semester. Waivers are awarded to students who have presented one audition piece or who have written a letter of intent. Selection is made by the Theatre Program Director and designated staff members.
- E. **Communication Media Club:** Applications are submitted to the Communication & Performing Arts Division each semester. Recipients must be Communication Media students with at least a 2.5 GPA

or special consideration by the selection committee. On-air talent is selected by audition and technical positions are filled based on an interview.

F. Concert Choir and Chamber Singers: Applications are submitted to the Communication & Performing Arts Division each semester. Recipients are selected by an audition process and are judged based on ability in music selections and sight reading. A minimum standard score is determined by the Music Program Director. Scoresheets are kept in the Communication & Performing Arts Division for one year.

G. Instrumental Music Ensembles

Concert Winds: Applications are submitted to the Communication & Performing Arts Division each semester. Recipients are selected by an audition process and are judged based on ability in these categories: music selections; scales (wind instruments only); drum set styles (Rock, Jazz, Swing, & Latin - percussion only); and sight reading. A minimum standard score is determined by the Music Program Director. Scoresheets are kept in the Communication & Performing Arts Division for one year.

Jazz Ensemble: Applications are submitted to the Communication & Performing Arts Division each semester. Recipients are selected by an audition process and are judged based on ability in these categories: music selections; scales (wind instruments only); drum set styles (Rock, Jazz, Swing, & Latin - percussion only); and sight reading. A minimum standard score is determined by the Music Program Director. Scoresheets are kept in the Communication & Performing Arts Division for one year.

H. Ladies in Gold Danceline: Tryouts are held in the spring of each year following an instructional clinic where all candidates are taught the same dance. Candidates perform for a panel of judges; and, points are awarded for each category. Scores are totaled by the Director of Student Life or designated representative and the official danceline sponsor. A minimum standard score is determined by the judges. Scoresheets are kept in the Office of Student Life for one year.

I. Maroon Jackets: Applications are submitted to the Office of Student Life each semester. Recipients must have at least a 2.5 GPA and are required to work a minimum of 35 service hours (fall/spring) or 17 service hours (summer). Recipients are selected by an interview process. Results are kept in the Office of Student Life for one year.

J. Ms. BPC: Applications are submitted to the Office of Student Life each semester. Applicants may enter the pageant twice while attending the college and must participate in all pageant activities. Contestants will be judged in the following categories: interview, casualwear, evening gown, on-stage question and poise. A tuition waiver will be awarded to the contestant receiving the highest overall score. Scores are totaled by official auditors; and, scoresheets are kept in the Office of Student Life for one year.

K. Student Government Association: Applications are submitted to the Office of Student Life each semester. Only Executive Officer positions (President, Vice President, and Secretary/Treasurer) are awarded tuition waivers. Officers are elected by a vote of the student body. Elections are held electronically each fall and spring semester. Results are forwarded to the Director of Student Life from the Computer Services Department and are kept in the Office of Student Life for one year.

## 5. **Oversight Policy**

Tuition waivers are to be awarded at the beginning of each semester. Any unclaimed waivers may be awarded by a special selection process during the semester, provided applicants meet all eligibility criteria.

The procedure for revoking tuition waiver awards is as follows:

- The organization advisor will notify the Director of Student Life or designated staff in writing that this action needs to be taken and list the reason(s) for the action.
- The Director of Student Life or designated staff will notify the student and the Business/Finance Office in writing of the action that will be taken.
- If needed, the Director of Student Life or designated staff will notify the Registrar to place the appropriate hold on the student's records.

Exceptions to this Oversight Policy must be approved in advance by the Director of Student Life and/or the Vice Chancellor for Student Services.

## Student Life Tuition Waiver Regulations

1. All tuition waiver recipients must sign a Student Life Tuition Waiver contract and review the Student Life Tuition Waiver Regulations to receive a tuition award.
2. Tuition waiver contracts indicate what is covered by the waiver. The maximum dollar value for Student Life tuition waivers should be equal to the amount of **tuition only** and should not cover any fees and/or books unless approved by the Director of Student Life and the Vice Chancellor for Student Services. The student will be responsible for all costs in excess of the award. **Tuition awards are subject to change based on tuition increases.**
3. Tuition waiver recipients must be full-time students enrolled in 12 or more hours in a regular semester (fall/spring) or 6 or more hours in a summer semester. Recipients must maintain minimum enrollment requirements throughout the semester or be subject to the Student Life Tuition Waiver Restitution Policy.
4. In accordance with the LCTCS Board guidelines, tuition waiver recipients must have at least a 2.0 cumulative GPA at the time of selection. Organizations offering tuition waivers may have varying requirements specific to their needs (See Section 4: Selection Process of Student Life Tuition Waivers Policy and Procedures). Recipients must maintain minimum GPA requirements throughout the semester or be subject to the Student Life Tuition Waiver Restitution Policy.
5. Tuition waiver recipients must meet and maintain requirements for waivers as established by the advisor. Failing to maintain proper qualifications and/or failure to fulfill obligations will result in a revocation of a portion of the waiver amount as per the Student Life Tuition Waiver Restitution Policy. All loaned books and/or school property (if applicable) must be returned to the proper advisor each semester before grades or transcripts will be released. The Director of Student Life or designated staff may notify the Registrar to place the appropriate hold on the student's records.
6. Tuition waiver recipients under revocation who do not make restitution to the College are not eligible for ANY Student Life tuition waiver the following year or until the debt is paid.
7. Tuition waiver recipients will refrain from participation in any form of hazing and will report immediately any hazing violations to the Vice Chancellor for Student Services.
8. Tuition waiver recipients must adhere to all College policies and the Code of Student Conduct while participating in any student activity or organization.
9. Tuition waiver recipients must have obtained a high school diploma, a HiSET/GED or the equivalent (ATB Test) at the time the waiver goes into effect.
10. A student may receive a Student Life tuition waiver for a total of six (6) semesters.

I have read the regulations concerning Student Life tuition waivers and I understand that I must repay a portion of the waiver amount according to the schedule stated in the Student Life Tuition Waiver Restitution Policy if I do not maintain proper qualifications and/or fail to fulfill obligations during the semester in which I receive the award.

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Student Signature

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Student ID Number

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Date

## Student Life Tuition Waiver Restitution Policy

A student may have a tuition waiver revoked/adjusted as a result of one of the following reasons and restitution will be required as per the schedule below:

- A. Revocation by the advisor for lack of participation or failure to fulfill waiver requirements
- B. Revocation by the College for disciplinary or other reasons
- C. Revocation by the Director of Student Life or designated staff for failure to maintain required enrollment hours and/or GPA
- D. Revocation by student for decision to resign from organization

If a student wishes to remain enrolled and receive grades/credit after a waiver has been revoked, that student must make restitution to the College. Restitution includes any tuition, books, equipment, supplies, or other indebtedness to the College. When a waiver is adjusted, the amount of payback will be as follows:

### Withdrawal/dismissal Date

Week 1 - 4  
Week 5 - 8  
Week 9 - 13  
Week 14 - 15

### Student Repays

75% of amount awarded  
50% of amount awarded  
25% of amount awarded  
Owes no repayment

### Approved:

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College Committee

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Committee Chair

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Vice Chancellor for Student Services

*Policy Reference:*

*BPCC Student Services Policy*

*Review Process:*

*Annually  
Student Life Office  
Business/Finance Office*

*Distribution:*

*Student Services Policy Manual*

*Revised 10/08/15*