



**ADMINISTRATIVE PROCEDURES**

**TUITION & FEES  
MILITARY WAIVER GUIDELINES**

**BUSINESS OFFICE**

**BOT POLICY  
5.05.05**

**ADMINISTRATIVE PROCEDURE  
Military Waivers**

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**1.0 Purpose**

To implement the authority granted in state law to provide tuition waivers to eligible veterans, National Guard members, eligible dependents and other military or naval veterans.

**2.0 Limitations and Requirements**

- 2.1 [RCW 28B.15.621](#) – **Veterans and National Guard members-Dependents.** This statute provides CCS the authority to waive all or a portion of tuition and fees for individuals meeting the definition(s) provided in the statute.
- 2.2 [RCW 28B.15.910](#) – **Limitation on total operating fees revenue waived, exempted, or reduced – Outreach to veterans.** This statute establishes limits on waivers and the requirement to participate in outreach activities to increase the number of veterans who receive tuition waivers.

**3.0 Criteria for partial CCS tuition waiver – Veteran, national guard member, other military or naval veterans**

It is the intent of CCS to identify all financial resources available to eligible veterans. In this regard, CCS will use an equitable packaging policy and will fund up to a student’s need level based on the equitable packaging policy of the college financial aid office. Eligible students (as defined by [28B.15.621](#) (2) and (3)) will be considered for the tuition waiver if it is determined that the student has unmet financial need and tuition costs are not covered by an agency or other outside resources.

- 3.1 Need is calculated by the financial aid office based on standard budgets and federal expected family contribution (EFC) formulas. In accordance with federal financial aid regulations, additional related educational expenses may be used on a case by case basis to adjust standard budgets.
- 3.2 In order to identify available financial resources, a student must submit the Free Application for Federal Student Aid (FAFSA) to be considered for this waiver.
- 3.3 A student will be considered for waiver eligibility when remaining unmet need is \$500 or greater after grant and gift aid, agency funding and VA educational benefits have been established.
- 3.4 The college veteran’s coordinator will work closely with the financial aid office to ensure consistent application of the waiver to eligible students.

**4.0 Criteria for full tuition waiver – Child and spouse or surviving spouse of disabled eligible veteran or national guard member**

- 4.1 CCS will provide eligible students as defined by RCW [28B.15.621](#) (4) a full tuition waiver.
- 4.2 The college veteran’s coordinator will work closely with the college registrar and financial aid office to ensure consistent application of this waiver.

**5.0 Appeal**

- 5.1 If the financial aid office determines the student is not eligible for the waiver based on the standard packaging policy, and the student has special circumstances of unmet need, the student should complete and submit a Special Circumstances form to the college financial aid office. The college financial aid office will notify the student regarding the outcome of their review.
- 5.2 If a student has been denied the waiver based on financial need, the student has the right to appeal the waiver eligibility determination. The appeal must be submitted in writing to the CCS Chief Financial Officer, 501 North Riverpoint Blvd, PO Box 6000, Spokane, WA 99217-6000. The appeal request must include the reason for the appeal and any information that will assist in the review of the appeal. The appeal will be considered by the chief financial officer and others as determined by the Chancellor/CEO.

**6.0 Waiver Codes**

- 6.1 Eligible Veterans or National Guard Member - FPS 70 (partial waiver)
- 6.2 Other Veterans or National Guard Members - FPS 71 (partial waiver)
- 6.3 Spouse/Child Fallen Veteran – FPS 72 (full waiver)

**7.0 Partial Tuition Waiver**

A twenty percent (20%) waiver of resident tuition will be provided for qualifying students (as determined by paragraph 3 above).

**8.0 Additional Information**

- 8.1 Links: [\(SCC Veterans Waiver Procedures\)](#) [\(SFCC Veterans Waiver Procedures\)](#)
- 8.2 Board of Trustees Policy 5.05.05
- 8.3 Revised Code of Washington (RCW)
  - 8.3.1 [28B.15.621](#) Tuition Waivers - Veterans and national guard Members - Dependents
  - 8.3.2 [28B.15.910](#) Limitation on total operating fees waived, exempted or reduced - outreach to veterans
  - 8.3.3 [28B.15.385](#) "Totally disabled" defined for certain purposes
  - 8.3.4 [28B.15.013](#) Classification as resident or nonresident student - Standards for determining domicile in the state - Presumptions Cut-off date for classification application change
  - 8.3.5 Telephone Numbers:

	<b>CCS</b>	<b>SCC</b>	<b>SFCC</b>
<b>Veterans Affairs</b>		<b>533-7027</b>	<b>533-3504</b>
<b>Financial Aid</b>		<b>533-7017</b>	<b>533-3550</b>
<b>Business Office</b>	<b>434-5275</b>		