

# Augusta University

## Policy Library

# Mandatory Student Fee Waiver Policy

Policy Owner: Student Affairs

### POLICY STATEMENT

Pursuant to BOR policy 7.3.4.2, AU may waive certain mandatory fees for students who meet waiver requirements as determined by BOR and institutional policy.

Students may be enrolled in courses or programs of study that include courses not taught on one of the Augusta campuses. As such, the student may be eligible to have their fees waived in accordance with BOR policy or within the guidelines created by this policy.

### AFFECTED STAKEHOLDERS

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students  Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

AU Students eligible for this waiver include:

1. Those assigned to one of our off-site clinical campuses and who will relocate to one of those campuses for the remainder of their program\*
2. Those enrolled in practicum experiences or internships located at least 75 miles from the institution requiring the student to temporarily relocate during that term
3. Those participating in distance-learning courses or programs and who are not also enrolled in on-campus courses nor residing on campus.
4. Those participating in a study-abroad program for an entire semester and not enrolled in courses taught on campus. (The summer terms are considered one semester).

**\*Note: For medical students who are assigned to one of our off-site clinical campuses, the fee waiver will apply to the Spring Term of their 3rd year and the Fall & Spring term of their 4th year only to account for the required 10 week AU Health/Augusta site rotation.**

### DEFINITIONS

Mandatory student fees are defined as fees that are paid by all students as required by the Board of Regents or as required by the institution subject to approval by the Board of Regents including, but not limited to: Intercollegiate Athletic fees, Student Health fees, Transportation fees, Student Activity fees, Wellness Center fees, Technology fees, and Student Facility fees (JSAC).

Fees that are eligible for a waiver include:

1. Intercollegiate Athletic Fee

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**Policy No.:** 470

**Policy Sponsor:** Type the title of the Executive Leader of the department.

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**Last Review:** 02/05/2018

2. Student Activity Fee
3. Transportation Fee
4. Wellness/Recreation Fee
5. Student Health Fee

Fees that are not eligible for a waiver or may only be waived in conjunction with a specific institutional agreement include:

1. The BOR Special Institutional Fee
2. Technology Fee
3. Jaguar Student Activity Center Facility Fee

### **PROCESS & PROCEDURES**

Documentation of eligibility must be submitted with the Request for Release Form Mandatory Fees Form. You may obtain the form from the Registrar's website [www.augusta.edu/registrar](http://www.augusta.edu/registrar) and submit the completed form (with all required signatures) and the documentation of your eligibility to the Registrar's Office prior to the beginning of the term you are requesting the waiver. Students should complete and submit the waiver forms no later than a final date of August 1 for fall semester, December 1 for the spring semester, and May 1 for summer semester. Processing may take up to 3 business days. The approval authority for the waiver process may make exceptions to the deadline only in extenuating circumstances.

To ensure the necessary and proper management of immunization records, normally covered by the student health fee, students who are approved for a waiver of the student health fee may be assessed the immunization management fee. The immunization management fee provides for alerting, tracking, and reporting of immunization requirements for students who are not under the student health fee.

### **REFERENCES & SUPPORTING DOCUMENTS**

<http://www.augusta.edu/registrar/forms.php>

Georgia Board of Regents Policy on Mandatory Student Fees-  
<http://www.usg.edu/policymanual/section7/C453/>

### **RELATED POLICIES**

Auditing Classes Policy  
Distance Education Policy

### **APPROVED BY:**

President, Augusta University and CEO, AU Health System     Date: 02/05/2018