1. Policy Purpose Statement

The purpose of this policy is to provide for centralized waiver administration and to strengthen accountability and organizational structure over waivers at Kennesaw State University (KSU or the University).

2. Background

This policy originated to ensure compliance and application of waivers in accordance with the Board of Regents (BOR) of the University of Georgia (USG) policy and to strengthen accountability and organizational structure over waivers at KSU including providing further clarification on waiver administration policy and procedures.

3. Scope (Who is Affected)

KSU employees who are responsible for waiver administration and procedures and students who apply for waivers are affected by this policy.

4. Exclusions or Exceptions

None.

5. Definitions and Acronyms

**Internal Control:** a process designed to provide reasonable assurance about the achievement of the entity's objectives with regard to the reliability of reporting, effectiveness, and efficiency of operations, and compliance with applicable laws and regulations.

**Waiver:** an award of a tuition or fee differential.

**Waiver Administration Procedures:** the internal control over waivers, which includes verifying
eligibility, approving, entering in the student accounts system, tracking, documenting, monitoring, and
reporting on waivers.

**Waiver Administrator:** the KSU designated employee and officer who is ultimately responsible for
managing all issues related to waiver administration decisions, policies, and procedures.

**Waiver Types:** a list of tuition and fee differential waivers allowed at KSU, including the eligibility
requirements and the authorized approving department for each type.

6. **Policy**

KSU awards out-of-state tuition waivers and assesses in-state tuition for certain nonresidents of
Georgia under specific conditions as outlined in BOR policy. KSU also grants full tuition and certain
fee waivers to:

- Georgia residents over the age of 62;
- Graduate research assistants selected by the dean of the Graduate College;
- Faculty and staff of the USG through the Tuition Assistance Program (TAP).

In order to strengthen accountability and organizational structure over waivers, the vice president of
Operations is designated as the KSU waiver administrator and has ultimate accountability for waiver
administration. The vice president of Operations delegates responsibility for functional waiver
administration procedures to the controller in the Office of Finance and Accounting (OFA).

**Procedure**

Waivers are granted only after required documentation to validate waiver eligibility from the requester
and certification from an authorized approver is provided to the OFA. All waiver requests are
evaluated for eligibility according to Georgia laws, BOR policy, and KSU policy.

a. The requestor submits the appropriate waiver request form to the OFA that includes:
   - Name(s) of recipient(s);
   - Reason for the waiver;
   - Student accounts system waiver code;
   - Name of department requesting the waiver;
   - Effective dates of the waiver;
   - Statement of certification by an authorized approver that the individual(s) for whom the
     waiver is requested has met all eligibility requirements.

b. At the same time, the requestor also submits to the OFA required documentation to validate
   waiver eligibility. A link to the list of approved waiver types, which includes the required
documentation to validate waiver eligibility, is provided in Section 8 Procedures Associated
   with this Policy.

c. The OFA Reporting and Compliance Department maintains the list of approved waiver types,
   which includes the type of waiver, eligibility requirements, and the authorized approving
department.

d. The OFA Reporting and Compliance Department reviews a reconciliation of the list of waiver
types and of the waivers that were actually applied to student accounts at the end of each semester.

e. The OFA Reporting and Compliance Department is responsible for internal controls over waivers, which includes monitoring a sample of waivers each semester.

f. The OFA Reporting and Compliance Department also prepares quarterly waiver reports of deviations and provides the reports to the associate vice president for Operations.

g. The associate vice president for Operations reviews the quarterly waiver reports and makes recommendations to the waiver administrator.

7. Associated Policies/Regulations

a. Board of Regents (BOR) Policy Manual, Section 7.3.4 Out-of-State Tuition Waivers and Waiver of Mandatory Fees

8. Procedures Associated with this Policy

a. BOR Business Procedures Manual, Section 24.0 Student Fees

b. University System of Georgia Business Procedures Manual, Section 24.3.1 Mandatory Student Fees

c. Kennesaw State University (KSU) Waiver Types

9. Forms Associated with this Policy

a. KSU Residency Petition Form

b. Waiver-Economic Advantage Form

c. Waiver-Non-Resident Student Form

d. Waiver-National Guard and Reservist Form

e. Waiver-Recently Separated Military Personnel Form

f. Waiver-USG and Full-Time Public School Employee Form

g. Waiver-Vocational Rehabilitation Form

10. Violations

Individuals in violation of this policy are subject to a range of sanctions that include but are not limited to disciplinary action, dismissal from the University, and/or legal action.

11. Review Schedule

The Waiver Administration Policy is reviewed annually by the vice president for Operations or a designee.