



## Tuition Increase Hardship Waiver Policy and Guidelines

### 1. Tuition Increase Policy

Pursuant to authority granted by the Louisiana Legislature, Regular Session, 2008 under ACT 915 HB734, the Board of Supervisors of **Southern University and Agricultural and Mechanical College**, at its *May 29, 2009* meeting, approved a resolution providing for an increase in tuition at **Southern University at Baton Rouge (SUBR)**, effective Fall 2009. This legislation also allows for an increase of up to five (5%) percent in undergraduate tuition fees for a period of three consecutive academic years.

The tuition amount for an academic year shall not exceed the amount in effect on the effective date of this item by more than ninety seven dollars (\$97.00) per semester for undergraduate students.

Pursuant to ACT 313 HB 872, subsection 3351.14, an increase in fees up to \$30.00 per credit hour per semester, for all full-time graduate students pursuant to ACT 313 HB 872, subsection 3351.14. The assessment under this may be up to \$1000.00 per semester for all full-time MBA (Masters of Business Administration) major's effective beginning Fall 2009.

The above referenced increases in fees shall be proportionally applicable to students who are enrolled part time and during the summer sessions at Southern University – Baton Rouge.

### 2. Waiver Policy

Prior to imposing any increase or increases in tuition or mandatory attendance fee amount, or both, established pursuant to the provisions of this Subparagraph, each management board shall establish criteria for waivers of such increase or increases in cases of financial hardship. Information about such waivers and the criteria and procedures for obtaining a waiver shall be made available to all prospective students affected by the increase or increases in a timely manner such that the prospective student can be aware of the increase or increases and the availability of waivers thereto prior to the student having to make any final decision concerning attendance at the college or university. **This is a one time waiver for Fall 2009 and Spring 2010 semesters only and will expire on May 14, 2010.**

### 3. Eligibility Criteria

Students eligible to apply must:

- a. Be a Louisiana resident.
- b. Have full-time enrollment status.
- c. Apply for federal financial aid using the Free Application for Federal Student Assistance

(FAFSA) and have requested all types of available federal assistance.

- d. Have a valid FAFSA on file in the Financial Aid Office reflecting an annual Expected Family Contribution (EFC) of zero (0) for the current academic period.
- e. Have accepted all types of financial aid offered.
- f. Meet all Satisfactory Academic Progress policy standards for receipt of federal financial aid.
- g. Not be the recipient of another form of fee exemption or waiver. Examples: National Guard, Title 29, Title 33, Faculty/Staff, etc.
- h. Not have tuition paid by another state or external agency or scholarship program. Examples: Vocational Rehabilitation, ROTC Scholarship, TOPS, etc.

**NOTE:** If additional aid is received after the waiver is granted, the waiver will be cancelled.

#### 4. **Guidelines for Waiver**

Southern University at Baton Rouge offers waivers to Louisiana resident students who demonstrate financial hardship caused by the increase in tuition and fees effective Fall 2009 semester. Procedures have been established to provide waivers to eligible students for the amount of increased tuition and fees. Any student who wishes to apply for the waiver during the 2009-2010 academic year must complete a Tuition Hardship Appeals Form, which will be submitted to the Tuition Hardship Appeals Committee. **Documentation must be attached to support circumstances.**

The Appeals form is available through the University's website at [www.subr.edu](http://www.subr.edu) via the Vice Chancellor for Finance and Administration's home page by scrolling down to documents / forms.

#### 5. **Timelines**

Students must complete and submit a Tuition Increase Hardship Appeals form to the **Office of the Vice Chancellor for Finance and Administration** located on the 3<sup>rd</sup> floor of the J. S. Clark Administration building by the close of business on **August 3, 2009**. Forms received after this date will not be eligible for the exemption for the semester requested.



# TUITION INCREASE HARDSHIP APPEALS FORM

STUDENT INFORMATION			
Date:		Student Name:	
Student Number:		E-Mail Address	
Phone # Permanent:		Phone # Local:	
Address			
(City / State / Zip)			
DETAILS			
<p><b><u>IMPORTANT:</u> Attach a copy of your Financial Aid Award Letter to this form.</b></p> <p>Describe the circumstances on which this tuition increase is causing a financial hardship. You must attach documentation to support these circumstances before application can be reviewed by the Committee.</p> <p><b><u>Documentation will not be accepted after the deadline.</u></b></p> <p><b><u>Note:</u> If granted, the Tuition Hardship Waiver will be posted to your student account. However, if additional aid is received after the Waiver is granted, the Waiver will be cancelled.</b></p> <p>Indicate your circumstances in the space provided below:</p>			
<i>Student's Signature:</i>		<i>Date:</i>	
FOR COMMITTEE USE ONLY			
<b>Committee's Decision:</b> Approved <input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Denied			
<b>Reason(s) for Denial:</b> <input type="checkbox"/> Does not meet eligibility criteria <input type="checkbox"/> No Documentation <input type="checkbox"/> Other			
<b>Committee's Signature:</b>		<b>Date:</b>	

**Form must be received by: August 3, 2009**  
**Southern University and A&M College**  
**In the Office of the Vice Chancellor for Finance and Administration**  
**3<sup>rd</sup> Floor, J.S. Clark Administration Building**  
**P.O. Box 9212**  
**Baton Rouge, LA 70813**  
**(225) 771-5021**