



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 50.32, **Waiver of Fees for Internet Courses and Off Campus Instruction**

PURPOSE: The purpose of this Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to outline the policy and procedure for obtaining and authorizing off-campus student fee waivers for internet and off-campus courses.

REVIEW: This HSCEP OP will be reviewed August 1 of every even-numbered year by the Director of Student Business Services, with recommendations for revisions submitted to the Chief Financial Officer, or his/her designee, by August 15.

POLICY/PROCEDURE:

Section 54.5035 of the Texas Education Code gives the governing board of an institution of higher education the authority to waive a mandatory or discretionary fee it is authorized to charge if the Board determines that:

1. The student is not reasonably able to participate in or use the activity, service, or facility for which the fee is charged.
2. It is in the best interest of the institution or is critical to the viability of an academic initiative for a specific category of students.
3. The waiver of the fee will not result in the institution's inability to service a debt to which revenue from the fee is obligated or to support an activity, service, or facility for which the fee is charged.

Any student who is included in 1 and 2 above may be exempt from payment of fees charged to provide the associated activities, services or facilities on which the fee is based.

The waiver is dependent upon certification by the Chief Financial Officer that the waiver of the fee will not materially impair the ability of the institution either to service any debt on which the fee is based or to offer or operate the particular activity, service or facility supported by the fee.

Student Business Services will enter off-campus waivers on student accounts in Banner based on information submitted by the schools at Texas Tech University Health Sciences Center El Paso. Program Directors should send lists of students eligible for off-campus waivers to Student Business Services each semester no later than the 12th class day. These lists should include the student's Banner ID (R#), designate if the student is enrolled in an internet-based program, and indicate if the student is doing off-site clinical rotation.