

CAMERON UNIVERSITY

Student Tuition Waivers Policy

Policy Statement

Tuition waiver awards are to be quickly and efficiently processed by the Financial Assistance Office and the Business Office to reflect actual charges.

Contents

- Who should know this Policy?
 - Responsibilities
 - Procedure
 - Contacts
 - Forms
 - Policy History
-

Who Should Know This Policy

- | | |
|---------------------|--------------------------------------|
| √ President | √ Faculty |
| √ Vice Presidents | √ Other Accounting/Finance Personnel |
| √ Deans | √ Students |
| √ Department Chairs | Other Groups |
| √ Directors | √ All Employees |
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Responsibilities

Responsible for Policy

University Officer Responsible
Ninette Carter

Vice President for Business and Finance

Procedure

STATEMENT OF PURPOSE: In support of this policy, the following procedures are included:

1.0 General Guidelines

- 1.1 This procedure will be used for tuition waivers and non-resident tuition waivers. Due to changes in a student's enrollment status (dropping/adding classes), this procedure will be utilized multiple times throughout each semester.
- 1.2 The Financial Assistance Office will process the tuition waivers.
- 1.3 The Accounts Receivable Supervisor will review the student accounts, establish actual charges for each student and create batches to offset charges and tuition waiver awards.
- 1.4 Batch proofs will be given to an accountant in the Business Office for review and approval. When the accountant has completed the review, the accountant will approve the batch proofs and return them to the Accounts Receivable Supervisor.
- 1.5 The Accounts Receivable Supervisor will post the batches in the accounting system and notify the Scholarship Coordinator in Financial Assistance of the corrected tuition waiver amounts.
- 1.6 The Scholarship Coordinator in Financial Assistance will adjust the awards to reflect actual charges.

Contacts

Policy Questions: Ninette Carter, Vice President for Business and Finance, (580) 581-2226

Forms

In support of this policy, the following forms are included:

None

Policy History

Policy

Issue Date: February 11, 2005

Reviewed, no revision: February 2016

Revised: