Allegany College of Maryland

TUITION WAIVER POLICY

Adopted date Various
Revised Date (if applicable)12/17/07
Approved by Board of Trustees Date: Various
Implementation Date: Various
Revision Approved by BOT: 10/17/2022
Type of Policy: Finance State Mandated & Discretionary

BACKGROUND AND PURPOSE:

The Maryland General Assembly has provisions in law for mandated tuition waivers or discount policies, which apply to both credit and non-credit courses. In addition, the college has opted to offer additional waivers or discounts for part-time employees, dependents of employees and members of the National Guard.

POLICY

I. SCOPE OF THE POLICY

The College has tuition waiver or discount policies for the following categories of students:
1) Staff and Dependents (COMAR 16-106 – staff only).
2) Maryland residents sixty years of age or older (COMAR 16-106).
3) Maryland residents who are retired and disabled (COMAR 16-106, as defined by the Social Security or Railroad Retirement Act).
4) Members of the Maryland National Guard.
5) Foster Care Recipients and Unaccompanied Homeless Youth (COMAR 15-106.1)
6) Early College Students (COMAR 15-157)

II. POLICY DESCRIPTION FOR CATEGORY 1 (STAFF AND DEPENDENTS-See HR (Human Resources) Policy 06.001):

A. All members of the full-time staff of Allegany College of Maryland, their spouses, and eligible children may enroll for any ACM credit course for no tuition charge. An eligible child is defined as a biological, stepchild or legally adopted child, single and under the age of 26 as of the starting date of the semester. Verification of eligibility may be requested by the Human Resources Office.

Any applicable registration fee, course fees, books, supplies, or other associated costs are the financial responsibility of the enrollee.

Candidates for tuition waiver must file the "Verification of Full-Time Employee and Dependents Tuition Waiver" and submit with Registration forms to the Business Office. The "Verification of Full-Time Employee and Dependents Tuition Waiver" is available at the Human Resources Office.

These students may not be counted in computing the full-time equivalent enrollment for state aid.

B. Any Allegany College of Maryland Associate Support Staff or Professional Support Staff part-time employee who is contracted for a minimum of 750 hours for the current fiscal year and who has accumulated at least 750 hours via previous service to the College may enroll for any job-related or curriculum goal-related Allegany College of Maryland credit course for no tuition charge. The maximum credit hours per semester that can be taken under this tuition waiver benefit are 6 credits per semester and 3 credits for the summer semester. Supervisor and Dean/Vice President approval is required. Class attendance time will not be considered as part of paid work hours.

Any applicable registration fee, course fees, books, supplies or other associated costs are the financial responsibility of the enrollee.

Candidates for tuition waiver must file the "Request to Enroll for Tuition Waiver for ACM Credit Courses-Part-Time Employees", available from the Human Resources Office. The form must be signed by the Supervisor, Dean/Vice-President and President and presented to the Business Office with Registration forms.

These students may not be counted in computing the full-time equivalent enrollment for state aid.

III. POLICY DESCRIPTION FOR CATEGORY 2 (SENIORS):

Maryland residents sixty years of age and older are entitled to a waiver of tuition for credit courses. A valid proof of ID with birth date must be shown at the Business Office to obtain the waiver. The tuition waiver applies on a space available basis only. The student cannot be guaranteed a seat in a particular course and can be replaced in any particular course section by a tuition-paying student.

Any applicable registration fee, course fees, books, supplies or other associated costs are the financial responsibility of the enrollee.

These students shall be counted in computing the full-time equivalent enrollment for state aid.

IV. POLICY DESCRIPTION FOR CATEGORY 3 (RETIRED AND DISABLED):

Any resident of Maryland who is out of the work force by reason of total and permanent disability who enrolls in a class with at least 10 regularly enrolled students is exempt from paying tuition for up to 6 credits per semester or up to 12 credits per semester in the individual is enrolled in classes as part of a degree or a certificate program designed to lead to employment. The individual shall provide certification from the Social Security Administration, the Railroad Retirement Board, or in the case of former federal employees, from the individual's federal retirement or pension authority.

Any applicable registration fee, course fees, books, supplies or other associated costs are the financial responsibility of the enrollee.

The student needs to fill out the Disability Waiver form. The student must apply for Federal financial aid. Any student financial aid, other than loans, received by the student shall be applied first to pay the student's tuition. The waiver shall apply to the difference, if any, between the charge for tuition and the financial aid award, not including the student loan, that the student receives.

These students shall be counted in computing the full-time equivalent enrollment for state aid.

V. POLICY DESCRIPTION FOR CATEGORY 4 (MARYLAND NATIONAL GUARD MEMBERS):

Upon certification by the Maryland Adjutant General that the member of the Maryland National Guard has at least twenty-four months remaining to serve or has agreed in writing to serve a minimum of twenty-four months, members of the Maryland National Guard will be charged in-county tuition rates regardless of their place of residence and will be granted a fifty percent tuition waiver.

Any applicable registration fee, course fees, books, supplies or other associated costs are the financial responsibility of the enrollee.

The tuition waiver applies on a space available basis only. The student cannot be guaranteed a seat in a particular course and can be replaced in any particular course section by a tuition-paying student.

The registration and finance offices require positive identification and proof of status at the time of registration and payment.

These students shall be counted in computing the full-time equivalent enrollment for state aid.

VI. POLICY DESCRIPTION FOR CATEGORY 5 (FOSTER CARE RECIPIENTS AND UNACCOMPANIED HOMELESS YOUTH):

State law provides for a tuition waiver for foster care recipients and unaccompanied homeless youths. The waiver applies to any tuition and mandatory fees.

Eligible foster care recipients are individuals who were placed in an out-of-home placement by the Department of Human Resources and resided in an out-of-home placement on their 18th birthday or at the time the individual graduated from high school or completed the GED, or resided in an out-of-home placement on or after their 13th birthday for at least one year and was placed into guardianship, adopted, or reunited with at least one of their parents.

Unaccompanied Homeless Youths are individuals that have had a consistent presence in the State for at least one year before enrollment that is documented by school, employment or other records and has been verified as a homeless child or youth, as defined by the federal McKinney-Vento Homeless Assistance Act, at any time during the 24 months immediately preceding the student's enrollment. Or is verified while the student is enrolled by one of the following: the director of a governmental or nonprofit entity that receives funding to provide services to persons experiencing homelessness; a local educational agency; a school counselor; a school social worker; the director of an outreach or student services program for economically disadvantaged individuals; the director of a program providing early awareness and readiness for undergraduate programs or the director of financial aid at the institution of higher education.

The foster care recipient or homeless youth must be no older than 25 years of age when enrolling in the institution and must first file for federal and state financial aid. The waiver is effective for ten years or until the recipient is awarded a bachelor's degree, whichever occurs first.

The ACM Financial Aid office is responsible for determining which students meet the criteria and reporting these students to the Business Office so the waiver can be applied.

These students shall be counted in computing the full-time equivalent enrollment for state aid.

VII. POLICY DESCRIPTION FOR CATEGORY 6 (EARLY COLLEGE STUDENTS):

The College will offer a fifty percent tuition (*) discount for all students who are taking college classes as an Early College Student. An Early College Student is classified as such by the college and is one who meets one or more of the following descriptions:

1) Is enrolled in high school and is also taking a course or courses at Allegany College;
2) Is waiving his/her senior year in high school to enroll early in college.

To qualify, these students must have the approval of their high school for early admission status. These students shall be counted in computing the full-time equivalent enrollment for state aid. (The addition of Early Placement Students to the waiver policy was approved by the Board of Trustees on June 11, 1996.)

(*) Tuition means the basic instructional charge for courses and does not include special laboratory fees and other ancillary cost fees (such as meals and materials/supplies in certain seminars/courses) and does not necessarily pertain to self-supporting courses/programs (those not funded by the State).

VIII. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.