

**University of Nebraska Medical Center
College of Allied Health Professions
Policy on Tuition Remissions**

Policy Statement

The purpose of this policy is to provide guidance and direction to the academic units (divisions and departments) in the College of Allied Health Professions (CAHP) as it pertains to the use of tuition remissions. Tuition remissions are one mechanism available to assist the CAHP in meeting its enrollment goals. Tuition remissions are used strategically and in ways that are congruent with, and advance the mission of the CAHP and its constituent health profession education programs. Tuition remissions are used to attract students who have demonstrated superior academic performance, special or unique skills or need, congruent with the mission of the CAHP, or eligibility for a specific remission program guaranteed by law or policy.

The CAHP will establish goals and make a determination regarding the distribution of tuition remissions among the CAHP constituent programs. Academic units within the CAHP will adhere to the principles, procedures and processes outlined in this policy.

The policy ensures compliance with federal and state laws and University of Nebraska Board of Regents policies and regulations, and provides a standardized approach for the use of tuition remissions for all constituent programs in the CAHP. The policy adheres to, and supports the UNMC-wide policy on tuition remissions.

Definitions

For the purpose of this policy, tuition remissions shall be understood to be synonymous with mechanisms such as tuition waivers and scholarships that represent the reduction of tuition in meeting the mission of the academic unit, for specific reasons and based on specific eligibility requirements.

This policy does not govern the use and distribution of funded scholarships.

Policy Oversight

The CAHP Assistant Dean for Finance & Administration is responsible for providing oversight for all activities related to the use of tuition remissions, including but not limited to establishing an annual budget for tuition remissions, reconciling the annual budget for tuition remissions, monitoring the use and distribution of tuition remissions, ensuring compliance with all federal, state, University and UNMC rules and regulations pertaining to tuition remissions, and periodically reviewing and as necessary revising this policy.

Categories of Tuition Remission

- **Board of Regents Scholarship:** Remission awarded to Nebraska residents only, for high academic achievement. Professional and Graduate Regents Scholarships are determined by each campus in accordance with the general standards set forth in Regents Policy (RP 5.8.5), with each academic unit able to award remissions to eligible students
- **Non-Resident Tuition Scholarship (NRTS):** Remissions awarded to non-resident students. The amount of remission may vary by student and by program within the academic units, but cannot

exceed the difference between resident and non-resident tuition. Awarding of NRTS follows the criteria established by Regents Policy (RP 5.8.3)

- **Legacy Scholarship:** Awarded to the non-resident children of alumni of any campus or college within the University of Nebraska system enrolled in an undergraduate program, consistent with Regents Policy (RP 5.8.4). Only students enrolling in the undergraduate programs are eligible for this tuition remission
- **University of Nebraska Employee Scholarships:** Awarded to University employees, spouses, or dependents for up to a total of 15 credit hours each academic year per Regents Policy (RP 3.2.6)
- **Yellow Ribbon Tuition Waiver:** Awarded to non-resident students who are veterans and eligible for the Post 9-11 GI Bill. *Remissions defined by the federal Post-9/11 Veterans Educational Assistance Act of 2008*
- **Veterans Dependent Tuition Waiver:** A waiver of tuition, and in some instances fees, for the dependents of Nebraska resident veterans who were permanently disabled or killed in the line of duty (see <https://veterans.nebraska.gov/waiver-tuition-program>).
- **Military Reserve Tuition Waiver:** A fifty percent tuition waiver for an active reservist (see <https://veterans.nebraska.gov/reservist-tuition-credit-program>).
- **Line of Duty Dependent Education Benefit:** A waiver for the children of law enforcement officers and firefighters killed in the line of duty, in the amount of the tuition and fees remaining after subtracting awarded federal financial aid grants and state scholarships and grants. (NE Statute 85-2304)
- **Graduate Tuition Remission:** The NU Graduate Tuition remission program provides for the exemption of tuition for twelve credit hours per semester of instruction for all graduate assistants having appointments of one-third or more FTE. (BOR Policy 5.8.2, revised August 16, 2019)
- **CAHP Tuition Remissions:** CAHP remissions are awarded to students enrolled in any of the CAHP professional programs under a contractual agreement with a third party or other special circumstances as approved by the Dean or his designee

Procedures

Eligibility Requirements and Selection Criteria for Tuition Remission Programs

The federal and state law, and University of Nebraska Board of Regent policies define minimum eligibility requirements for tuition remissions. However, specific selection criteria as defined by the awarding academic program may be more, but not less, stringent than University minimums. Each CAHP program will have specific and measureable written selection criteria for awarding the various types of tuition remissions. The criteria will be congruent with the criteria outlined in this policy.

Application Procedures and Selection Processes

The academic units will have in place published documentation pertaining to application and selection processes, including at a minimum, information advertising available remission programs, processes for

application, criteria for selection and notification, and terms for renewal (if applicable). This documentation will be reviewed annually by the Assistant Dean for Finance and Administration, in consultation with the UNMC Assistant Vice Chancellor for Student Success, and amended as necessary.

Recordkeeping, Monitoring & Reporting for Tuition Remission Programs

Each CAHP program will collaborate with appropriate staff to ensure that each student has met all requirements before awarding the tuition remission, and document each tuition remission award on the UNMC Remission/Scholarship Disbursement Form (see Appendix A), for annual approval by the Dean, and submission to the Office of the Senior Vice Chancellor for Academic Affairs, which will share access to the form with the UNMC Office of the Controller, who oversees Student Accounts.

The Assistant Dean for Finance and Administration is responsible for recordkeeping and will at a minimum include the maintenance of copies of the UNMC Remission/Scholarship Disbursement Forms for each student awarded any form of tuition remission for a given academic year. These copies will be stored in a secure electronic repository with shared access for other key institutional stakeholders.

In addition, the CAHP will develop an annual tuition remissions budget in conjunction with UNMC senior leadership and will retain copies of the reconciled actual tuition remission budget, completed at the close of each year's admission cycle. Should the actual tuition remission commitments exceed the projected budget by 10 percent or more, the Assistant Dean for Finance and Administration will alert the Vice Chancellor for Business and Finance, or designee.

The Assistant Dean for Finance and Administration will be responsible for communicating the final tuition remission related data on an annual basis to the UNMC Office of the Senior Vice Chancellor for Academic Affairs.

Procedures

Eligibility Requirements and Selection Criteria for Tuition Remission Programs

The University defines minimum eligibility requirements for tuition remissions. However, specific selection criteria as defined by the awarding division/department in the CAHP may be more, but not less, stringent than University minimums. Each division (unique health professions education program) in the CAHP will have specific and measurable written selection criteria for awarding the various types of tuition remissions. The criteria will be congruent with the CAHP criteria outlined in this policy. Each division in cooperation with the Assistant Dean for Finance & Administration and the Director of Student Services, will ensure that each student has met all requirements before awarding the tuition remission, and document each tuition remission award on the UNMC Remission/Scholarship Disbursement Form (see Appendix A), for annual approval by the Dean of the CAHP and submission to the UNMC Office of the Controller and Office of the Vice Chancellor for Academic Affairs.

Application Procedures and Selection Processes

The CAHP will have in place published documentation pertaining to application and selection processes used by the CAHP, including at a minimum, information advertising available remission programs, processes for application, criteria for selection and notification, and terms for renewal (if applicable). This documentation will be reviewed annually by the CAHP Director of Student Services, in consultation with the UNMC Assistant Vice Chancellor for Student Success, and amended as necessary.

Recordkeeping, Monitoring & Reporting for Tuition Remission Programs

Recordkeeping responsibilities reside in the CAHP Office of Academic & Student Affairs in consultation with the CAHP Assistant Dean for Finance & Administration, and will at a minimum include the maintenance of copies of the UNMC Remission/Scholarship Disbursement Forms for each student awarded any form of tuition remission for a given academic year.

In addition, under the direction of the Assistant Dean for Finance & Administration, the CAHP Remissions and Scholarship Committee will develop an annual CAHP projected tuition remissions budget, which will be distributed to all CAHP program directors at the beginning of each year's admission cycle. Further, the Assistant Dean for Finance & Administration will retain copies of the reconciled actual tuition remission budget, completed at the close of each year's admission cycle. Should the actual tuition remission budget exceed the projected budget by 10 percent or more, the Assistant Dean for Finance & Administration will also notify the UNMC Vice Chancellor for Business and Finance according to UNMC policy.

The CAHP Assistant Dean for Finance & Administration and the CAHP Director of Student Services will be responsible for communicating tuition remission related data on an annual basis to the UNMC Office of the Vice Chancellor for Business and Finance and the UNMC Office of the Assistant Vice Chancellor for Student Success, and shall serve as the principle points of contact for information on tuition remissions for all constituent programs in the CAHP.

Tuition Remission Limits

The CAHP will adhere to remission limitations which are established by law or Board of Regent policy for each specific type of award.

In particular, non-resident tuition remissions cannot exceed resident tuition charges for the given health profession education program, and cannot be applied to non-tuition charges.

A refund of remitted tuition is prohibited.