
Chapter: Student Affairs Modification No. 010

Subject: **Tuition Waiver for Non-Employees of the College**

- I. Maryland law grants authority to the Board of Trustees to set tuition and fees for Montgomery College students. The Board's authority to set tuition and fees is limited by statute and the General Assembly has waived tuition (an in some instances mandatory fees) for certain students, including:
 - A. Students with Disabilities (Md. (Educ.) Code Ann. Section 16-106(c))
 - B. Senior Citizens (Md. (Educ.) Code Ann. Section 16-106 (b))
 - C. Maryland National Guard Members (Md. (Educ.) Code Ann. Section 11-403)
 - D. Foster Care Recipients (Md. (Educ.) Code Ann. Section 15-106.1)
 - E. Unaccompanied Homeless Youth (Md. (Educ.) Code Ann. Section 15-106.1)
 - F. Parents of Deaf or Hard of Hearing Children (Md. (Educ.) Code Ann. Section 15-106.10)
- II. It is the policy of the Board of Trustees to provide a waiver of tuition for certain students, or exempt certain students from payment of tuition, in accordance with State law.
- III. The president is authorized and directed to establish procedures necessary to implement this policy.

Board Approval: October 18, 1982; July 17, 1989; June 17, 1991; June 17, 1996; June 15, 1998; May 15, 2000; September 12, 2002 (editorial); November 14, 2011; March 21, 2016; September 23, 2019

PROCEDURE - Montgomery College

43003CP

Chapter: Student Affairs Modification No. 011

Subject: **Tuition Waiver for Non-Employees of the College**

I. **Students with Disabilities**

- A. Pursuant to Md. (Educ.) Code Ann. Section 16-106(c), students requesting a tuition waiver on the basis of disability and retirement will be required to annually provide the College with certification from the Social Security Administration, Railroad Retirement Board, or Office of Personnel Management verifying that they are receiving disability or retirement benefits. Annual certification from the Social Security Administration of an individual's receipt of disability or retirement benefits under either Title II or Title XVI of the Federal Social Security Act shall satisfy requests for a tuition waiver.
- B. A completed tuition waiver must be returned to the Office of Enrollment Services by the third week of the applicable fall or spring semester, or the first week of the applicable summer or winter term. A complete form will include a major title and curriculum code for a degree program or a certificate title and program code that leads to employment, if the student plans to enroll in credit coursework that exceeds 6 credits per semester. A course must have 10 regularly enrolled students for the waiver to apply.
- C. In order to receive this exemption, an individual who qualifies under section I., A. of the Policy shall submit a timely application for any state or federal student financial aid, other than a student loan, for which the student may qualify.
- D. Any student financial aid, other than a student loan, received by the student shall be applied first to pay the student's tuition.
- G. Under this exemption, the waiver shall apply to the difference, if any, between the charge for tuition and the financial aid award, not including a student loan, that the student receives.
- H. On request, the College shall assist any individual required to submit an application for state or federal student financial aid.

II. **Senior Citizens**

- A. Pursuant to Md. (Educ.) Code Ann. Section 16-106 (b) students requesting a tuition waiver on the basis of age will when requested, provide proof of age. In order to qualify for this waiver, the 60th birthday of the student must occur on or before the first regularly scheduled day for classes in the instructional term in which the student wishes to enroll. These students will be assigned a specific residency code for identification purposes.
- B. Students requesting a tuition waiver on the basis of senior citizen status will be able to register in designated noncredit courses at any time during the registration period. Students requesting a tuition waiver on the basis of senior citizen status will be permitted to register in the credit program on a space available basis only. Senior citizens requesting tuition waiver will be permitted to

register during the three days following the end of regular registration. Senior citizens may register with tuition waiver three days before the semester/summer session begins or later. This does not preclude a senior citizen from registering at any point in the registration period and paying tuition and fees.

III. Maryland National Guard Members

- A. Pursuant to Md. (Educ.) Code Ann. Section 11-403 students requesting a 50% tuition waiver on the basis of their serving in the Maryland National Guard will be required to present documentation from the Maryland Adjutant General verifying that they are in the National Guard and have agreed to serve for a minimum of 24 months. These students will be assigned a specific residency code for identification purposes.
- B. Students requesting a tuition waiver on the basis of Maryland National Guard status will be able to register in designated noncredit courses at any time during the registration period. Students requesting a tuition waiver on the basis of Maryland National Guard status will be permitted to register in the credit program on a space available basis only. Members of the Maryland National Guard requesting tuition waiver will be permitted to register during the three days following the end of regular registration. Members of the Maryland National Guard will not be assessed a late registration fee during these three days. This does not preclude a member of the Maryland National Guard from registering at any point in the registration period and paying tuition and fees.

IV. Foster Care Recipients and Homeless Youth

- A. Pursuant to Md. (Educ.) Code Ann. Section 15-106.1 foster care recipients and a homeless child or youth as defined by the McKinney-Vento Homeless Assistance Act will be eligible for waiver of tuition and all fees required as a condition of enrollment in credit-bearing and noncredit courses offered during the fall, winter, spring, or summer term provided they are:
 1. enrolled full-time or part-time at Montgomery College on or before reaching the age of 25 years, and
 2. enrolled in an associate's degree program or a vocational certificate program, and
 3. have filed for federal and state financial aid.
- B. Students applying for a tuition waiver will be able to register at any time during the registration period. All tuition and fees for both credit and non-credit bearing courses are waived if a foster care recipient meets the eligibility criteria.
- C. If the student receives a scholarship or grant the scholarship or grant may not be applied to the tuition and fees of the foster care recipient.
- D. Foster care recipients and homeless youth applying for a waiver of tuition and fees required as a condition of enrollment are required to provide evidence that they are a foster care recipient in the State of Maryland and that they have applied for financial aid.
- E. Foster care recipients and homeless youth continue to qualify for the waiver until the earlier of 10 years after first enrolling as a candidate for a degree or

vocational certificate at a Maryland public institution of higher education, or the date the student is awarded a bachelor's degree.

- F. Students will receive written notice of approval or denial of the tuition waiver. Students who receive a notice of denial will be allowed a timely appeal.
 - G. A written decision indicating the outcome of the appeal and the reason for the outcome will be submitted within 30 days of the appeal.
- V. Parents of Deaf or Hard of Hearing Children
- Pursuant to Md. (Educ.) Code Ann. Section 15-106.10, a parent or legal guardian of a deaf or hard of hearing child may take one course at an institution of higher education that teaches a language or communication mode that the parent or legal guardian chooses to communicate with their deaf or hard of hearing child. All tuition and mandatory fees associated with the course are waived if the parent or legal guardian meets all statutory requirements and provides appropriate documentation to the College.
- VI. Students in any of these categories who are registered for a class will be treated in the same manner as any other student who is registered.

Administrative Approval: October 18, 1982; July 27, 1989; June 17, 1991; July 21, 1999; May 15, 2000, January 29, 2007; October 18, 2011; March 23, 2016; June 30, 2017; October 11, 2019; September 7, 2021