



Northern Marianas College Procedure

Procedure No.: 7015.1 Procedure Title: Tuition Waivers for Man'amko
(Senior Citizens)

Issuing Date: 06/16/16 Adoption Date: 06/16/16 Effective Date: 06/16/16

Office of Origin: Chief Financial Officer

Procedure Approval Authority: President *P: P*

Board Policy No. associate with this procedure: 7015

This Procedure Supersedes/Replaces: 3037/4215/5010.11

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

- Overview/procedure description** This procedure outlines the process for applying tuition waivers and discounts for Man'amko (Senior Citizens).
- Areas of Responsibility** Chief Financial Officer, Financial Aid Office, Office of Admissions and Records, and Finance Office
- Procedure details** Northern Marianas College will waive tuition for certain categories of students.
- 1) **Senior Citizens:** Man'amko Tuition Waivers are available to persons 62 years of age or older who are residents of the Commonwealth of the Northern Mariana Islands (CNMI) as defined in the Residency Classification section of the College's Course Catalog.
 - a. Qualified Man'amko must provide proof of age with official government photo identification such as a driver's license or passport.
 - b. All current students who were age 55 year or older at the time of implementation of this procedure will be afforded grandfathered eligibility, as long as they were enrolled in at least one term during Academic Year 2016 (fall, spring, or summer). Students who were not enrolled in at least one term during Academic Year 2016 will not be afforded grandfathered eligibility.
 - 2) **Procedures for Tuition Waivers:** Tuition Waivers for Man'amko are subject to the following rules.
 - a. Students eligible for Tuition Waivers will receive a waiver on their tuition up to a maximum of six (6) credits per term (fall, spring, and summer) for a maximum of 18 credits per calendar year for academic courses and non-degree courses;
 - b. Tuition Waivers do not apply to any fees, books, or supplies;

- c. Tuition Waiver benefits are applicable for regular NMC academic courses geared towards a student's degree program and non-degree unit courses (NDU's) only. Benefits do not apply to Community Program courses, Outreach Programs, specialized training, proposals, repeated courses, or Memoranda of Understanding/Agreement or other approved contracts;
- d. Students must maintain a minimum grade point average of 2.0 for the term in which tuition was waived in order to continue to avail of the Tuition Waiver benefit;
- e. Tuition Waiver benefits towards academic courses in degree programs apply only after the application of grants or scholarships. Otherwise, candidates must provide proof of ineligibility to receive CNMI Scholarship Grant, Federal Financial Assistance, and any other Commonwealth financial aid programs prior to registration;
- f. Tuition Waiver benefits for NDUs may apply without the application of grants or scholarships.
- g. Tuition Waiver benefits are based on space availability during the last day of registration only. A Tuition Waiver will be granted only after the College meets the minimum number of paid enrollments for the class as defined by NMC procedure or directive. Candidates may register only during the dates specified and only after they have submitted the other requirements listed above. Eligible students who choose to register during the regular enrollment period will forfeit eligibility for the Tuition Waiver;
- h. Qualified candidates will have their Tuition Waiver benefit moved towards the balance of their account. In no case will a Tuition Waiver award will be refunded to the student;
- i. Students are responsible for submitting all required documents two weeks in advance of registration period and may not claim the Tuition Waiver after the prescribed registration period;
- j. The Office of Admissions and Records (OAR) shall be responsible for reviewing applications for Tuition Waivers and that the criteria in this procedure are applied appropriately. Upon determining a student's eligibility for Tuition Waiver and assessment of a student's tuition, OAR should code the student's record to reflect a Tuition Waiver;
- k. If a student's eligibility for the Tuition Waiver is found to be invalid before the last day of the applicable term, tuition and fees shall be assessed to the student's account, and it will be the responsibility of the student to settle the account;
- l. All payments must be paid before the end of the term for which the Tuition Waiver was applied and made in accordance with

Finance Office policies and procedures;

- m. Only one type of tuition waiver or discount may be availed by a student at a time.
- 3) **Exceptions:** Any exceptions or special circumstances require prior written approval of the President and must include supporting documentation of the exception.
 - 4) **Budgetary Considerations:** Budgetary considerations make it necessary to grant tuition waiver on a year-by-year basis only, and this policy is subject to review and/or change based on availability of funds.

References

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