



**Angelo State University**  
**Operating Policy and Procedure**

**OP 14.15: Tuition and Fees – Exemptions and Waivers**

**DATE:** September 6, 2017

**PURPOSE:** This operating policy outlines and defines tuition and fee exemption and waivers for Angelo State University. All exemptions and waivers are subject to change by action of the Texas Legislature and/or Texas Tech University System Board of Regents.

**REVIEW:** This OP will be reviewed in August every three years, or as needed, by the bursar/student accounts manager and the executive director and controller in conjunction with the director of financial aid with recommended revisions forwarded through the vice president for finance and administration to the president by September 15 of the same year.

**POLICY/PROCEDURE**

**1. Authority**

All tuition and fee exemptions and waivers available to Angelo State University students have been authorized by state statutes and/or TTUS Board of Regents. The Satisfactory Academic Progress and Excessive Hours rules are provided in Texas Education Code Section 54.2001.

**2. Exemptions and Waivers**

- a. Application procedures and a complete list of authorized exemptions and waivers can be found at:

<http://www.angelo.edu/content/files/20340-exemptions-amp-waivers>

Additional information regarding exemptions and waivers may be found on the College for All Texans website under Types of Financial Aid.

<http://www.collegeforalltexans.com>

- b. Students should present all completed forms and documentation associated with the exemption or waiver to the “submit to office” listed on the Exemptions and Waivers web page referenced above.
- c. All exemption and waiver forms must be submitted in original form with original signatures. Photocopied signatures will not be accepted and will cause the exemption or waiver form to be rejected at the time of presentation. Incomplete forms will be returned to the student and will not be processed until the form is completed.

- d. Exemption and waiver forms must be submitted no later than the 12th class day of a fall or spring semester and no later than the 4th class day of a summer term. Late requests may be accepted, on a case by case basis, until the 20th class day of a fall or spring term and the 15th class day of a summer term. Any requests submitted after these dates will be allowed only with extenuating circumstances.
- e. Students will be required to meet Satisfactory Academic Progress (SAP) in order to continue to receive the benefits of a mandatory or discretionary exemption or waiver from the payment of all or part of tuition and fees beginning with the fall 2014 semester and after initially qualifying for a mandatory or discretionary exemption or waiver. SAP requirements are established per Financial Aid policy at Angelo State University and will apply to the continuation of your exemption or waiver benefits regardless of aid eligibility. The following exemptions and waivers are excluded from SAP requirements: Dual Credit, Foster Care, Ex-Prisoners of War, Hazlewood for all children or spouses of veterans killed in action, missing in action, or who died as a result of service-related illness or injury, POW, and waivers that allow non-residents to pay resident tuition rates.
- f. Beginning with the fall 2014 semester, any student enrolled in “excessive hours” will not be eligible for exemptions and waivers. Excess credit hours for students initially enrolling in the fall 1999 semester and subsequent terms, are those hours attempted by a resident undergraduate student that exceed by more than 45 hours the number of hours required for completion of the degree plan in which the student is enrolled. For students initially enrolling in the fall 2006 semester and subsequent terms, excess credit hours are those hours attempted by a resident undergraduate student that exceed by more than 30 hours the number of hours required for completion of the degree program in which the student is enrolled. The following exemptions and waivers are excluded from excessive hour’s requirements: Dual Credit, Foster Care, Ex-Prisoners of War, Hazlewood for all children or spouses of veterans killed in action, missing in action, or who died as a result of service-related illness or injury, POW, and waivers that allow non-residents to pay resident tuition rates.
- g. Students who do not meet SAP requirements will be notified via their official ASU email by the Financial Aid Office. A student may appeal to continue receiving the exemption or waiver by completing the Satisfactory Academic Progress Appeal application and providing the necessary supporting documentation to the Financial Aid Office. The appeal letter must show hardship or other good cause for the exemption or waiver to continue. Hardship or other good cause includes:
  - severe illness or other debilitating condition that could affect the student’s academic performance;
  - the student was responsible for the care of a sick, injured, or needy person and that responsibility could affect the student’s academic performance;
  - the student was active duty Texas National Guard; or
  - other special circumstances allowed by Financial Aid policy.