

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
MEETING OF September 23, 2025**

<b>ITEM:</b>	Policy PP-5011: Awarding of Undergraduate and Graduate Fee Waivers
<b>COMMITTEE:</b>	Human Resources, Policies, By-Laws Committee
<b>RECOMMENDED RESOLUTION:</b>	Resolved that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days concerning the proposed amendment of Policy PP-5011: Awarding of Undergraduate and Graduate Fee Waivers.
<b>STAFF MEMBER:</b>	George H. Perich; Vice President, Human Resources & Org. Dev.
<b>BACKGROUND:</b>	The language in the existing policy is not solely applicable to Pierpont. Policy needs updated to reflect current operations.

The last revision of the Pierpont Community & Technical College's Awarding of Undergraduate and Graduate Fee Waiver Policy was approved in July 2002 and does not reflect the institution's revised institutional guidelines and contains cumbersome, detailed, and outdated language that refers to the Fairmont State operations.

**PUBLIC COMMENT PERIOD: September 25, 2025 to October 24, 2025**

All comments are to be made in writing to:

*Amanda Hawkinberry  
Executive Assistant to the President  
Pierpont Community & Technical College  
500 Galliher Drive  
Fairmont, WV 26554  
[Acollins11@pierpont.edu](mailto:Acollins11@pierpont.edu)*

*The proposed policy will be available for public viewing on the  
Pierpont Community & Technical College website at  
<https://www.pierpont.edu/about/board-of-governors/policies/>*

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 11**  
**TITLE: AWARDING OF UNDERGRADUATE AND GRADUATE FEE WAIVERS**

**Effective Date: July 1, 2002**

**Amended:**

**Repealed:**

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**SECTION 1. GENERAL**

- 1.1 Scope: This rule regards the awarding of undergraduate and graduate fee waivers.
- 1.2 Authority: West Virginia Code §18B-10-5, §18B-10-6, §18B-10-7, §18B-1-6
- 1.3 Effective Date: July 1, 2002, revised June 19, 2008

**SECTION 2. UNDERGRADUATE FEE WAIVERS**

- 2.1 The term “Fairmont State University Fee Waiver” refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 5 of the West Virginia Code.
- 2.2 The maximum total dollar value of undergraduate fee waivers at Pierpont Community & Technical College shall be equal to ten percent (10%) of the annualized full-time equivalent tuition and fees assessed from undergraduate students registered during the immediately preceding fiscal year.
- 2.3 Pursuant to the statute, no student may hold full-time undergraduate fee waiver for more than eight (8) semesters. Twelve (12) or more semester hours of waiver assistance received during a regular semester or a summer term shall be considered as one (1) semester for scholarship purposes.
- 2.4 Waiver reports shall be submitted in accordance with the following general provisions:
  - 2.5.1 A summary report will be submitted to the Board of Governors on August 15 of each year. This report will list all waiver awards for the entire preceding academic year and will be presented to the board as a matter of information.
  - 2.5.2 Each waiver recipient should be listed within the single category which reflects the primary reason a fee waiver was awarded.
- 2.6 In view of the substantial alternative student aid resources available for students with demonstrated financial need and the shortage of merit scholarships available at the public institutions, it is recognized that Pierpont may choose to award a substantial portion of its tuition and fee waivers to students who possess various kinds of special abilities and aptitudes. The College shall endeavor to award fifty (50%) of the fee waiver dollars to students with demonstrated financial need.
- 2.8 In accordance with Chapter 18B, Article 10, Section 7 of the West Virginia Code, the College shall make provisions to waive tuition and any fees statutorily mandated. The institution may require such persons to pay special fees, including any laboratory fees, if such fees are required of

all other students taking a single or the particular course and may also require such persons to pay for parking. The value of these waivers is not counted as part of the limit in Section 2.2.

### **SECTION 3. GRADUATE AND PROFESSIONAL FEE WAIVERS**

- 3.1 The term “Graduate and Professional Fee Waiver” refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 6 of the West Virginia Code.
- 3.2 The maximum dollar value of fee waivers shall be determined in the following manner:
  - 3.2.1 The maximum dollar value of graduate and professional fee waivers at Pierpont shall be equal to five percent (5%) of the annualized full-time equivalent tuition and fees assessed from graduate and professional students registered during the immediately preceding fiscal year.
  - 3.2.2 All graduate assistants employed by the College shall be granted fee waivers. This is in addition to the above-referenced five percent (see subsection 3.2.1)
- 3.3 Pursuant to the statute, no student may hold a graduate or professional fee waiver for a period of time that exceeds the number of semesters normally required in the recipient’s academic discipline.
- 3.4 Waiver reports shall be submitted by the College in accordance with the following general provisions.
  - 3.4.1 A summary report will be submitted to the Board of Governors on August 15 of each year. This report will list all waiver awards for the entire academic year and will be presented to the board as a matter of information.
- 3.5 The College shall give priority consideration in the awarding of graduate and professional fee waivers to students who are West Virginia residents. The College shall also give priority consideration in the awarding of graduate fee waivers to faculty and staff members of West Virginia public and private colleges who make application in accordance with the College’s announced application procedures and deadlines.

### **SECTION 4. USE OF THE FAIRMONT UNDERGRADUATE SCHOLARSHIP (FUS) FOR OTHER HIGHER EDUCATION EMPLOYEES**

- 4.1 Currently, one Fairmont Undergraduate Scholarship (FUS) is available to Pierpont employees.
- 4.2 Pierpont will have the equivalent of one Fairmont Undergraduate Scholarship for use by employees of other state colleges in West Virginia.

Maximum hours available 15 hours per semester

Maximum hours per waiver 3 hours per person

Maximum hours per institution No more than one 3-hour waiver per college.

Exception: if hours are available they will be given on a first-come, first-serve basis

- 4.3 Request for fee waiver must be sent to the Director of Financial Aid prior to the semester in which the waiver is to be used. Waivers will be granted on a first-come basis. There is no g.p.a. requirement, although applicant may not be on academic probation. If there is not a sufficient number of students registered for any class, it will be canceled.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-2011**

**Short Title: AWARDING OF UNDERGRADUATE AND GRADUATE FEE WAIVERS**

**Effective Date: July 1, 2002**

**Amended: September 23, 2025**

**Repealed:**

**Reviewed:**

**SECTION 1. Purpose**

1.1 Scope: This rule regards the awarding of undergraduate ~~and graduate~~ fee waivers.

~~1.2 Authority: West Virginia Code §18B-10-5, §18B-10-6, §18B-10-7, §18B-1-6~~

~~1.3 Effective Date: July 1, 2002, revised June 19, 2008~~

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**SECTION 2. UNDERGRADUATE FEE WAIVERS**

2.1 The term "~~Fairmont State University, Pierpont Community & Technical College~~ Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 5 of the West Virginia Code.

2.2 The maximum total dollar value of undergraduate fee waivers at Pierpont Community & Technical College shall be equal to ~~ten five~~ percent (~~+05%~~) of the annualized full-time equivalent tuition and fees assessed from undergraduate students registered during the fall semester of the immediately preceding fiscal year.

2.3 Pursuant to the statute, no student may hold full-time undergraduate fee waiver for more than ~~eight four~~ (84) semesters. Twelve (12) or more semester hours of waiver assistance received during a regular semester or a summer term shall be considered as one (1) semester for scholarship purposes.

~~2.4 Waiver reports shall be submitted in accordance with the following general provisions:~~

~~2.5.1 A summary report will be submitted to the Board of Governors on August 15 of each year. This report will list all waiver awards for the entire preceding academic year and will be presented to the board as a matter of information.~~

~~2.5.2 Each waiver recipient should be listed within the single category which reflects the primary reason a fee waiver was awarded.~~

- 2.64 In view of the substantial alternative student aid resources available for students with demonstrated financial need and the shortage of merit scholarships available at the public institutions, it is recognized that Pierpont may choose to award a substantial portion of its tuition and fee waivers to students who possess various kinds of special abilities and aptitudes. The College shall endeavor to award fifty (50%) of the fee waiver dollars to students with demonstrated financial need.
- 2.85 In accordance with Chapter 18B, Article 10, Section 7 of the West Virginia Code, the College shall make provisions to waive tuition and any fees statutorily mandated. The institution may require such persons to pay special fees, including any laboratory fees, if such fees are required of all other students taking a single or the particular course and may also require such persons to pay for parking. The value of these waivers is not counted as part of the limit in Section 2.2.

### **SECTION 3. GRADUATE AND PROFESSIONAL FEE WAIVERS**

- 3.1 ~~The term "Graduate and Professional Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 6 of the West Virginia Code.~~
- 3.2 ~~The maximum dollar value of fee waivers shall be determined in the following manner:~~
- 3.2.1 ~~The maximum dollar value of graduate and professional fee waivers at Pierpont shall be equal to five percent (5%) of the annualized full time equivalent tuition and fees assessed from graduate and professional students registered during the immediately preceding fiscal year.~~
- 3.2.2 ~~All graduate assistants employed by the College shall be granted fee waivers. This is in addition to the above referenced five percent (see subsection 3.2.1)~~
- 3.3 ~~Pursuant to the statute, no student may hold a graduate or professional fee waiver for a period of time that exceeds the number of semesters normally required in the recipient's academic discipline.~~
- 3.4 ~~Waiver reports shall be submitted by the College in accordance with the following general provisions:~~
- 3.4.1 ~~A summary report will be submitted to the Board of Governors on August 15 of each year. This report will list all waiver awards for the entire academic year and will be presented to the board as a matter of information.~~

~~3.5 The College shall give priority consideration in the awarding of graduate and professional fee waivers to students who are West Virginia residents. The College shall also give priority consideration in the awarding of graduate fee waivers to faculty and staff members of West Virginia public and private colleges who make application in accordance with the College's announced application procedures and deadlines.~~

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- 1.1 Scope: This rule regards the awarding of undergraduate fee waivers.

**SECTION 2. UNDERGRADUATE FEE WAIVERS**

- 2.1 The term Pierpont Community & Technical College Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 5 of the West Virginia Code.
- 2.2 The maximum total dollar value of undergraduate fee waivers at Pierpont Community & Technical College shall be equal to five percent (5%) of the annualized full-time equivalent tuition and fees assessed from undergraduate students registered during the fall semester of the immediately preceding fiscal year.
- 2.3 Pursuant to the statute, no student may hold full-time undergraduate fee waiver for more than four (4) semesters. Twelve (12) or more semester hours of waiver assistance received during a regular semester or a summer term shall be considered as one (1) semester for scholarship purposes.
- 2.4 In view of the substantial alternative student aid resources available for students with demonstrated financial need and the shortage of merit scholarships available at the public institutions, it is recognized that Pierpont may choose to award a substantial portion of its tuition and fee waivers to students who possess various kinds of special abilities and aptitudes. The College shall endeavor to award fifty (50%) of the fee waiver dollars to students with demonstrated financial need.
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