

## CCS Administrative Procedure

### 5.05.05-B Basic Skills Waiver

---

#### Implementing Board Policy [5.05.05](#)

Contact: Chief Financial Officer, 434-5275

#### 1.0 Purpose

To provide a process for granting Basic Skills tuition assistance and waivers to eligible students.

#### 2.0 Limitations and Requirements

2.1 Tuition charges for certain ungraded courses are established by the State Board for Community & Technical Colleges (SBCTC) [WAC 131-28-026(4)(a)]. Effective fall quarter 2004 the tuition charge for Basic Skills courses is \$25.00 per quarter.

2.2 Basic Skills courses include:

2.2.1 Adult Basic Education (ABE)

2.2.2 English as a Second Language (ESL)

2.2.3 GED Preparation (GED)

2.2.4 High School Completion

2.3 The SBCTC has granted college boards the authority to waive the \$25.00 charge for those students who cannot pay.

2.3.1 The intent of the SBCTC was to grant broad authority to the local governing boards to establish criteria for need-based waivers consistent with the needs of the Basic Skills population served.

2.3.2 The Attorney General's office identified the following minimum standards for documenting need:

2.3.2.1 Objective standards for determining "neediness;" and

2.3.2.2 Recognized means for establishing accuracy of applicant's information.

#### 3.0 Basic Skills Course Coding

3.1 State Support Courses - Basic Skills state support courses shall be coded using class fee pay status (FPS) 92 and Funding Source 1 (state support).

3.2 Contract Courses – Basic Skills courses provided through a contract with another entity or agency shall be coded using class fee pay status (FPS) 99 and Funding Source 4 (funded from an outside entity). FPS 99 will not generate the quarterly tuition charge. This FPS should only be used when an agreement or contract is in place to provide instruction (i.e. Department of Corrections).

3.3 The per quarter fee will be assessed to all students registered in one or more of the state support courses listed in section 2.2, above.

3.3.1 Tuition fee code – Fee code **TB** is attached to fee pay status 92 and is assessed as a per session (quarterly) tuition charge.

3.3.2 The fee may be paid using the following sources:

3.3.2.1 Personal funds

3.3.2.2 Private scholarship

3.3.2.3 Agency sponsorship/contract

3.3.2.4 Institutional waiver

#### 4.0 Institutional Waivers

- 4.1 It is the intent of CCS to require all students to pay the quarterly fee; however, “neediness” is assumed for the following populations and institutional waivers will be granted to:
- 4.1.1 students attending classes at the Spokane County Jail (JAIL);
  - 4.1.2 qualifying Limited English Pathways students (LEP);
  - 4.1.3 students attending classes in the Curlew Job Corp program (CURL);
  - 4.1.4 students in the Displaced Homemaker program (DSPL);
  - 4.1.5 students attending classes at Eastern State Hospital (ESHO);
  - 4.1.6 students enrolled and attending through the VOA Crosswalk program (CRSW);
  - 4.1.7 students in the PACE and SEER programs who do NOT have a third party sponsorship (PACE and SEER). For students with sponsorships, see section 5.4, below;
  - 4.1.8 students who document financial need in accordance with section 5.0, below (No Unusual Action Code Required).
- 4.2 Institutional Waiver Coding – Student fee pay status (FPS) 32 is used to record the Basic Skills waiver on the student’s enrollment. This fee pay status should only be used to waive the Basic Skills tuition charge when a student enrolls in a class or classes coded with FPS 92. Additionally, an entry on the Unusual Action Code screen in the ACTN\_ORIG field is required to track these waivers. The unusual action codes for the waivers listed in section 4.1, above, are designated in parentheses.
- 4.2.1 Example: Student is enrolled in a basic skills class at the Spokane County Jail.  
 Enrollment transaction screen: /32  
 Unusual action screen: Record **JAIL** in the ACTN\_ORIG field  
 Cashiering screen: The /32 on the enrollment screen will automatically generate payment method W32-F on the cashiering screen to pay the \$25.00 assessed tuition charge.
  - 4.2.2 Example: Student is enrolled in a basic skills class and is awarded the CCS Basic Skills Waiver (waiver 4.1.8, above).  
 Enrollment transaction screen: /32  
 Unusual action screen: No entry required  
 Cashiering screen: The /32 on the enrollment screen will automatically generate payment method W32-F on the cashiering screen to pay the \$25.00 assessed tuition charge.

#### 5.0 Tuition Assistance/Waiver Granting Process & Documentation Required

- 5.1 Student must complete an “ABE/ESL Tuition Waiver” form.
- 5.2 Student must certify their inability to pay by signing the “ABE/ESL Tuition Waiver” form.
- 5.3 A designated CCS employee will review the student’s form, verify the student’s signature and determine need and the eligibility requirements of available funding sources.
  - 5.3.1 Financial assistance may be awarded from a variety of sources, as noted in section 5.4, below.
  - 5.3.2 CCS will identify the best funding source for the student and verify eligibility prior to approving a **full or partial** financial assistance award or waiver.

- 5.4 Funding sources
  - 5.4.1 Payment method is an internal or external source (i.e. FAPC or ARID)
    - 5.4.1.1 CCS foundation (FAPC will vary depending on the foundation account)
    - 5.4.1.2 WorkFirst Block Grant Tuition Assistance (FAPC 092 Adult Literacy)
    - 5.4.1.3 Worker Retraining Basic Skills (FAPC 047)
    - 5.4.1.4 Private scholarship (FAPC will vary depending on scholarship account)
    - 5.4.1.5 Social service agency. Example: FAPC - COU, DVR, PAC or PSD for sponsored PACE and SEER students
    - 5.4.1.6 IEL 030 Waiver (FAPC B30)
  - 5.4.2 CCS Basic Skills Waiver - In the event the student has documented financial need, no ability to pay the tuition charge and none of the funding sources specified above are available, IEL may waive the charge using the CCS Basic Skills waiver. This is truly a tuition waiver and will not generate a payment from a specified funding source.
    - 5.4.2.1 The Basic Skills budgeted waiver authority will be estimated annually by the Business Office and will be the "Total estimated tuition from Basic Skills x 3%."
    - 5.4.2.2 The Business Office will provide a quarterly report of the waiver capacity used and the remaining fiscal year balance.
    - 5.4.2.3 Waivers shall not be awarded in excess of the fiscal year budget authority.
    - 5.4.2.4 Coding – Student fee pay status (FPS) 32 is used to record the Basic Skills waiver on the student's enrollment record. This fee pay status should only be used to waive the Basic Skills tuition charge when a student enrolls in a class or classes coded with FPS 92. Student FPS 32 will generate payment method W32-F on the student's cashiering customer account. No entry is required on the Unusual Action screen.

## 6.0 Payment

Tuition is due upon enrollment. Students will be reminded of this responsibility at the time of registration.

## 7.0 Non-Payment

- 7.1 Students will be placed on financial hold and unable to register in a subsequent quarter for non-payment of the Basic Skills fee. The Unusual Action (UA) code CZ will be used to designate this hold.
- 7.2 Balances of \$1.00 or less remaining on a student's account after a sponsorship or agency payment has been applied will NOT result in a registration hold. These outstanding balances will be voided (using payment method 038-F in cashiering) as the cost of follow-up billing exceeds the benefit of collecting the outstanding balance.

## 8.0 Exceptions To These Procedures

- 8.1 Exceptions to these procedures must be authorized by the IEL Dean of Students.
- 8.2 The IEL Dean of Students shall notify the District Business Office in writing of any exceptions granted.

**9.0 Related Information**

9.1 Washington Administrative Code (WAC) [131-28-026](#)

9.2 ABE/ESL: Tuition Waiver, [CCS 9144](#)

---

**Originated:** October 2004, Revised March 2008  
**Cabinet approval:** October 2004; March 2008