

# Student Tuition and Fee Exemption Policy

Version: 1.0

Responsible University Official: Provost

Effective Date: January 1, 2019

## 1.0 Introduction

This policy codifies the process by which individual students, formally-recognized student groups may request an exemption from an established University-assessed tuition and/or fee(s).

## 2.0 Scope

This policy governs exceptions requested to all University-assessed student and course-related tuition and fees. It does not govern the assessment of tuition and/or fees or any exception requested for a) student-assessed fees governed by the Student Government Association, b) fees assessed via or otherwise governed by third party contracts, or c) tuition remission benefit fees.

## 3.0 Policy Statements

1. Requests for exemption from a University tuition charge and/or fee may be made via e-mail to the Office of the Provost (provost@slu.edu). Requests must include the following:
  - a rationale for the exemption
  - a description of the financial hardship that payment of the fee would cause
  - a letter of support from the faculty advisor of any formally-recognized student group
  - the number of students affected
  - the applicable academic terms for the exemption
2. Requests for tuition and/or fee exemption must be submitted by the deadlines published annually in the University fee schedule.
3. Decisions of the Office of the Provost are final and will be communicated to the requesting student or group in writing. Notice of all approved exemptions will be communicated in writing to the Office of Student Financial Services and the Office of the Registrar for University records.
4. Faculty advisors of student groups seeking an exemption to a University tuition rate and/or fee may, with the approval of their department chair, will use department funds to pay for such University fees on behalf of the students.
5. Students completing dissertation work and/or enrolled in zero-credit hour courses will be assessed tuition and fees consistent with standard process. They will not be exempt solely on the basis of the type of student work they are completing.

## 4.0 Approvals

This document was:

1. Approved by President: 
2. Approved by Provost: 
3. Approved by Chief Financial Officer and Vice President: 