

NUMBER: FINA 4.05 (formerly BUSF 4.05)  
SECTION: Administration and Finance  
SUBJECT: Law School Educational Fee Waiver  
DATE: July 1, 2006  
REVISED: April 20, 2015  
Policy for: Columbia Campus  
Procedure for: Columbia Campus  
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Issued by: University Finance – Bursar’s Office

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## I. Policy

SC Code of Laws 59.112.130 enables public institutions of higher education with a law school to offer educational fee waivers to no more than four (4%) of the law school student body for South Carolina residents. The University will follow procedures consistent with the requirements of the South Carolina Code of Laws 59.112.130 and University policy as described below.

- A. The use of fee waivers is for the following purposes: to enable the law school to have a more direct influence on the diversity of the professional student body; to enroll academically talented students (for example: students who have high standardized test scores); and/or to meet a student’s financial need or to recognize a student’s contributions to the University.
- B. Fee waivers are a reduction in tuition fees, i.e., tuition remission scholarship and may not be used to provide for other educational fees such as application fees, bonded indebtedness, books, housing and meals. Fee waivers, as defined in this policy, may only be provided to South Carolina resident students.

## II. Procedure

### A. Determining Dollar Availability

For the purpose of this policy an educational fee waiver will be called a "tuition award." There are two methods for determining award amounts.

- 1. Enrollment Method: Under this method the number of awards allowed is determined by multiplying prior year's enrollment by four (4%) percent. This calculation establishes the maximum number of full resident tuition awards available to the Columbia campus. Tuition awards are renewable. The duration of

each award depends on the recipient's class standing at the time of the initial award.

2. Equivalent Method: If awards of less than full tuition are to be made, the equivalent method should be used to determine the maximum dollar amount of tuition awards that can be used. Compliance within the law is achieved under an equivalent method determined as follows:

Add the total Fall semester law school credit hours to the total Spring semester law school credit hours and divide the total by the full-time tuition divisor of twelve. This will give the equivalent number of the full tuition (total credit hours/12). Multiply the equivalent number of the full tuition times the full in-state tuition and fees amount, less the portion of the fee dedicated to bonded indebtedness. This will give the equivalent number of the full tuition and fees. The authorized tuition fee waiver dollar amount is four (4%) percent of this total.

The tuition award may range from partial to full tuition waiver. The amount of each award is determined by the School of Law Admissions Committee. Tuition awards are renewable. The duration of each award depends on the recipient's class standing at the time of the initial award.

Other funding sources must be used to cover the bonded indebtedness portion of a student's tuition.

## B. Awarding Tuition Waivers

The authorized tuition fee waiver dollar amount to be budgeted must be approved by the Board of Trustees through the budget process prior to the fiscal year the tuition waivers are to be granted.

1. The Dean of the School of Law will coordinate with the Vice President for Administration and Finance and Chief Financial Officer to:
  - a. Secure budget approval for the amount to be awarded by submitting documentation of computations along with a budget request via channels to the Budget Office.
  - b. Request the Budget Office to establish a budget in a specific account to which awards will be charged. Account(s) are to be budgeted under class code 54550 which has been established for use only with tuition awards.
  - c. The Dean of the School of Law will establish written criteria for the amount and number of the awards based on the available budget.

2. The School of Law will:
  - a. Select and notify recipients of their award and provide them with written terms and conditions of the award.
  - b. Provide the appropriate Financial Aid Office with names of recipients and amounts of awards for inclusion in Financial Aid Computer System.
  - c. Monitor total commitments to remain within budget and the eligibility of students the same as for all other financial assistance awards.
3. The Financial Aid and Scholarship Offices will:
  - a. Process tuition awards for disbursement of student agreements by Student Loan Accounting. Checks will not be issued for this type of award.
  - b. The Administration and Finance Office and Chief Financial Officer will monitor all scholarships funded by tuition awards (object code 54550).

The School of Law tuition waiver program is a funding mechanism and not a separate scholarship program. The School of Law must have written selection and renewal criteria on file in the Office of Student Financial Aid and Scholarships. Students whose scholarships are funded by a tuition award will be informed that they are the recipient of the specific scholarship for which they qualify and may not be aware that the award is funded through the tuition waiver program.

### III. Reason for Revision

Policy revised due to SC Code of Laws reference update, departmental reorganization and departmental name changes.