

## **Admissions Office Fee Waiver Policy**

**Adopted by President's Cabinet: 6/27/17**

As an access institution, East Georgia State College (EGSC) is devoted to being a point of entry into higher education. Effective immediately, EGSC will grant a predetermined number of application and test fee waivers as approved by the Vice President for Student Affairs and Vice President for Business Affairs on an annual basis. Fee waivers will be approved at the beginning of each calendar year.

Students receiving application fee waivers will automatically have their test fees waived for the first test. When events are scheduled such as on-site testing; on campus events; or Apply to College month; etc., the EGSC staff member attending must have a sign-in sheet to present to the Admissions Office for designation of waiver approval and tracking purposes. Bobcat Waiver will be entered in the comments section of SAAADMS for the applicant/student. Each waiver will be coded based upon the location from which it was granted.

Each location (Swainsboro, Statesboro, and Augusta) will be granted a percentage of the total fee waivers approved based on the percentage of enrollment contributed to total enrollment. Each location will be responsible for allocation of their number of waivers granted and whom at the location will be responsible for monitoring the award of waivers. Representatives from each off-site location will be responsible for reporting waivers approved to the Director of Admissions.

The waivers will be tracked on a quarterly basis to determine if or when they can no longer be issued during the current academic year. A report will be provided to the following: Vice President for Student Affairs, Vice President for Business Affairs, Associate Vice President for Enrollment Management, EGSC – Augusta Director, and EGSC – Statesboro Director.

Changes to the policy are subject to the approval of the President's Cabinet.