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Responsible University Office:
Enrollment Management

Responsible University Administrator:
Vice Chancellor, Enrollment Management and Marketing

Policy Contact:
Director, Financial Aid

UNK Policy on Remissions and Waivers

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Scope

The purpose of this policy is to provide guidance and direction to administrative, academic and other units at UNK who utilize remissions, waivers and other discounts to support access to higher education and as a strategic driver of enrollment.

Policy Statement

Administrative, academic and other units who utilize tuition remissions and waivers are required to follow the procedures, processes and principles outlined within this policy when utilizing these discounts for UNK students.

Reason for Policy

The primary purpose of this policy is to ensure that federal, state and University of Nebraska Regents policies and regulations are being followed and that negative revenue impacts associated with remitting tuition or waiving charges (Room, Board, fees) as an enrollment strategy align with UNK's mission, vision and enrollment strategies, and are approved, accounted for and documented.

Procedures

Procedural Guidelines for Remission Programs

Eligibility Requirements and Selection Criteria for Tuition Remissions Programs:

The Office of Financial Aid, in concert with the Vice Chancellor of Enrollment Management and Marketing, defines minimum eligibility requirements for tuition remissions. Specific selection criteria as defined by the awarding department may exceed university minimums. Units that utilize tuition remission or another type of waiver must develop specific, measurable written selection criteria and document that the student has met all requirements before awarding the remission.

Application Procedures and Selection Processes:

Non-Need-Based Tuition Remission or room waiver application, selection and notification processes are decentralized activities which require annual review and approval as described in this policy document. Need-Based Remissions are the responsibility of the UNK Financial Aid Office, which is required to administer aid and comply with federal financial aid regulations. The unit awarding the tuition remission or other waiver is responsible for maintaining written documentation supporting tuition remission promotion, application, selection, notification and terms for renewal if applicable.

Recordkeeping Responsibilities for Tuition Remission Programs:

Record-keeping responsibility occurs within the academic or administrative unit awarding the remission. University of Nebraska Board of Regents Student Records Retention and Disposition Schedules 170-17-13 and 170-17-14, Financial Aid Records state, "Financial Aid records for AWARDS, GRANTS, FELLOWSHIPS and SCHOLARSHIPS. (UNSUCCESSFUL APPLICANTS), including applications, transcripts, evaluative records, award letters etc. be maintained on file for 3 years after the award calendar year through December 31, and that for (SUCCESSFUL APPLICANTS) records should be maintained for 5 years after the degree is completed, or date of last attendance (whichever is sooner)".

Tuition Remission Limits:

Tuition remissions cannot exceed tuition charged and cannot be applied to charges other than tuition. Refunds of the tuition remission to the student is prohibited.

Room Waiver Limits:

UNK units may propose and implement waivers of campus housing charges for UNK students living in approved campus residences. The waived charge will be proposed as a flat dollar amount, or in the case of a full waiver of the room charge, will be calculated at the cost of the least expensive double-occupancy room on campus. In the case of resident assistants (RA's), the cost of the room to the hall to which they are assigned will be waived in full. Students whose room charges are waived will not qualify for a refund of any kind.

Annual review and establishing remissions budget proposals:

On May 1 of every year, the Remissions Committee will convene to evaluate the effectiveness of the remissions and waivers of the previous academic year, and allocate remissions and waiver budgets for the upcoming recruitment cycle. The vice chancellor, dean or director responsible for each remission or waiver program will report the key performance indicators of the program, to include the number of students awarded the waiver or remission, the yield of the awards (the number of students enrolling using the award compared to the number offered but not accepting/enrolling), the number of students retaining the award for the coming academic year, and the proposed allocation for the upcoming recruitment cycle. On June 1 of every year the remissions and waiver budget or target allocation for the upcoming cycle will be set by the Remissions Committee, and approved by Cabinet at its next meeting.

Monitoring and Reporting:

The Remissions Committee will be chaired by the Vice Chancellor for Enrollment Management and Marketing, and include the Financial Aid Director, Sr. Vice Chancellor for Academic Affairs, the Vice Chancellor of Business and Finance, Associate Vice Chancellor for Student Affairs, Dean of Graduate Studies, Admissions Director, Director of Budget, Director of Finance, Director of Athletics, Honors Director, Health Science Director, or their respective designee. The Director of Financial Aid will be responsible for monitoring the University of Nebraska at Kearney's remissions and waiver programs, including the adoption of written policies and procedures, implementation of appropriate methods of counting and reporting the value and number of remissions. In addition, the University conducts internal audits of tuition remissions and participates in external audits conducted by the State of Nebraska. The Financial Aid office processes all remissions awarded by academic and administrative units on campus and confirms with the awarding unit the eligibility of all student recipients.

Creating New or Altering Existing Remissions Programs:

Academic or Administrative Units seeking to alter an existing tuition remission or room waiver program or create a new remission program must submit a formal request to the Vice Chancellor for Enrollment Management and Marketing for initial review, no later than May 1 in the calendar year preceding the awarding/recruiting year (for example, May 1, 2026 for fall 2027 enrollment). The request will include the following:

1. Rationale for a change or the addition of the new program.
2. All awarding criteria including academic qualifications, eligibility for initial awarding and renewal.
3. Revenue calculation that includes an anticipated return on investment based on the predicted enrollment in the program, for each cohort year over 4 years or the appropriate renewal period.
4. Estimate of the impact on the UNK remissions budget.
5. Plan to promote and recruit for the remission-based program, if new, including budget source for promotion and recruitment activities.
6. Plan for analyzing the impact of the change or new remission program each year following implementation.
7. Plan for documenting applicants and awards for future audit.

Following initial review by the VCEMM, the formal request will be forwarded to the Senior Vice Chancellor for Academic Affairs and Vice Chancellor for Business and Finance for review and consideration prior to the annual Remissions Committee meeting. If approved, the proposal will be reported and considered by the Remissions Committee, and then to final review and consideration by the Cabinet. The Chancellor must approve in writing any changes to existing tuition remission programs and all new tuition, room, or other remission programs. If a request or adjustment to a program is received after the review date under this policy, consideration of the request may be appealed to the Chancellor.

Definitions

Tuition remission

Tuition remission (the waiving, reduction or elimination of tuition charged) is a form of financial aid awarded to students based upon specific eligibility criteria. For the purposes of this policy, the term tuition remission will be understood to be the same as tuition waiver and will refer to the reduction or elimination of tuition charged. Tuition remissions are foregone revenue for UNK and/or the NU system and must be used strategically and in ways that support the Mission, Vision and Values of the institution. Tuition remissions funded by the University of Nebraska at Kearney cannot exceed tuition charged. Institutional tuition remissions at UNK may be awarded to attract students who have shown superior academic performance or other special skills that will enhance the student body. Need-based tuition remissions are awarded based upon the student's eligibility as determined by the Student Aid Index as calculated on the Free Application for Federal Student Aid (FAFSA).

Housing waivers

Students may be awarded a waiver of the Housing bill, or a specific dollar amount discount to their campus Housing bill, as a form of aid based on financial need or as an inducement to participate in a learning community, organization or team, or perform duties and leadership associated with Residence Life as a Resident Assistant or peer mentor. In some instances, students may be awarded both a tuition remission and a room waiver or discount. Room waiver budgets will be strictly monitored and evaluated against the cost of financing and maintaining campus Housing. A limited number of room waivers will be utilized by the Office of Financial Aid for need-based awards.

Additional Contacts

Subject	Contact	Phone	Email
Director of Financial Aid	Renee Besse	308-865-8520	besser@unk.edu

History

The UNK Policy on Tuition Remissions was adopted in 2016 and amended/updated in 2020, 2024 and 2025. The Tuition Remission Policy is reviewed annually by the UNK Cabinet and approved by the Chancellor.