



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Four Percent Fee Waiver  
Number: 2.1.5.1**

Responsibility: Administrative Services  
Last Updated: November 1, 2023  
Related Policy: 2.1.5 Four Percent Fee Waiver

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President

**Purpose:**

The purpose of this procedure is to describe the method of budgeting, awarding, and administering the College's 4% tuition waiver policy.

**Procedure:**

1. The President's Cabinet is responsible for determining tuition fee waivers each year based on the following considerations:
  - a. Institutional recruitment goals
  - b. Student leadership and student organization development goals
  - c. Availability of College funds
  - d. Demonstrated student needs
2. The total awards amount for the 4% waiver may not exceed 4% of the total tuition fees collected by the College each year as defined by the State Board for Technical and Comprehensive Education. The Administrative Services Division will monitor compliance with this limitation.
3. The Financial Aid Office is responsible for awarding Student Fee Waivers based on the annual budget award and criteria as outlined above.