STUDENT ENROLLMENT GRANTS

Under certain conditions it may be possible to reduce enrollment fees for individuals enrolled in qualified classes and programs. The following guidelines are provided to identify those situations where enrollment grants apply and to delineate those procedures necessary for implementing the waivers.

A. Policy

University policy states that a student fee must be paid for any class taken for credit, or otherwise noted on an individual's transcript. This fee must be paid from the student's resources, a duly authorized enrollment grant, or some combination of the two. Enrollment grants must be approved by the Office of Extended Campus prior to the start of the class.

B. Qualification

Both on- and off-campus classes will be considered for full or partial enrollment grants when one or more of the following conditions prevail:

1. Faculty and/or department is/are trying to promote a new class/program that would assist the University in fulfilling its mission.
2. Most, if not all, of the expenses associated with presenting the class/program are being paid from an outside source, i.e. grants, contracts or other third-party payments.
3. Salaries of class instructors are not paid by University of Central Missouri.

C. Approval Process

1. Request for authorization of enrollment grants may be initiated by a University of Central Missouri academic department, an individual faculty member, an off-campus organization or other presenter/organizer of special programs or classes.
2. A request must be made to the Office of Extended Campus detailing why the class may be qualified for an enrollment grant to include information such as
anticipated class size, proposed dates of the offering and any other information that would help in determining qualification for and the amount of enrollment grant requested.

3. It is necessary for those developing proposals for grants or other sponsored projects that might require the enrollment grants to contact the Office of Extended Campus to determine the correct amount of fees to be shown in the project budget.

D. Operational Procedures

After the enrollment grant has been determined and approved by the Office of Extended Campus, the following will occur:

1. The department offering the course prepares a Master Schedule Entry Form and forwards it to the Office of the Registrar. The Office of Extended Campus will advise the department with the appropriate fee code to use.

2. Students will enroll through the Office of Extended Campus. When partial fees are due, they will be paid at the time of enrollment.

3. The Office of Extended Campus will prepare an alphabetical listing with the social security number of each student receiving an enrollment grant and attach this listing to an Interdepartmental Transfer (IDT) form. The class, semester, amount of the enrollment grant per student, and the total amount of the enrollment grant will be indicated on the IDT.

4. The Office of Extended Campus will forward the IDT and the listing to Accounting Services for processing.

5. Accounting Services will audit the IDT and forward the entire document to the Revenue Office.

6. Revenue will enter the IDT, stamping the date entered and listing the receipt numbers by account charged and student social security number(s). Revenue will retain a copy for its records, forward a copy to the Office of Extended Campus, and return the IDT, listing and receipts to Accounting Services.