

ADMINISTRATIVE MEMORANDUM

SUBJECT Reduced Tuition Rates for Specially Talented
Non-Resident Students (Tuition Remissions)

NUMBER 64

DATE June 30, 1976

This Memorandum supplements Administrative Memorandum #10, dated January 22, 1973. On January 12, 1973, the Board of Governors passed a resolution which established exceptions to the regularly scheduled non-resident tuition rates, as authorized under G.S. 116-143. Administrative Memorandum #10 provided instruction and guidance for actions based on the Board's resolution, in identifying and substantiating cases which qualify for a special tuition rate under the exceptions, and in reporting those actions.

The State Auditor's Office has recently completed an operational audit of Reduced Tuition Rates for Special Non-Resident Students and issued a formal report. A copy of the report is enclosed. This report is most helpful in identifying areas that need attention, and in pointing out areas where corrective action is needed.

The purpose of this Memorandum is to amend and supplement the policies and procedures outlined in Administrative Memorandum #10 in light of the comments made by the Auditor. In addition, each institution is asked to review its internal procedures for administering the tuition remission program to insure that you are meeting the Auditor's requirements.

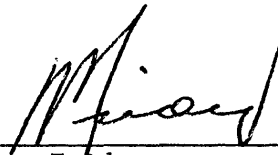
Policies and Record Keeping Procedures

1. Each institution should develop formal written policies and procedures for granting tuition remissions, consistent with the policies and procedures established by the Board of Governors. Consideration should be given to keeping all necessary documentation in one designated central office.
2. A formal record of solicitation of the specially talented student is required. The Auditor has suggested that a letter, or other evidence of solicitation, from a duly authorized administrative official of the institution offering a prospective student an award on the basis of a specific and identifiable talent which the student possesses, will meet this requirement.
3. A formal record is required of the award of a scholarship, assistantship, or fellowship which makes the student eligible for a special tuition rate. This notification should include the amount of the award and, in the case of graduate assistantships, the specific nature of the duties required, the period of assigned work, and the amount of compensation. This documentation should be present for each tuition remission credit given by the institution. Thereafter, any changes during that year which would affect the student's status should be recorded in this file.

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4. All non-resident students should first be charged the full non-resident tuition rate. A separate credit, reflecting the appropriate tuition remission, should be processed only after all documentation has been reviewed and approved by the designated University official.
5. Effective with the 1977 Summer Session, tuition remission for Summer Session should be administered on the same basis as regular session. If the institution wishes to utilize a portion of its present tuition remission budget for Summer Session, a budget revision (Form BD 606) will be required to transfer funds to establish a Summer Session tuition remission account. No additional funds will be available for Summer Session tuition remissions. Commitments made for the 1976 Summer Session should be met on the basis of currently established procedures.

Please review your tuition remissions requirements for 1976-77. If it is anticipated that a portion of your 1976-77 budget will not be utilized, please inform Vice President Dawson so that this amount can be available for reallocation in 1976-77.



William Friday