

POLICY ON TUITION WAIVER FOR
CERTAIN MEMBERS OF THE MARYLAND NATIONAL GUARD

I. Purpose

It is the purpose of this policy to permit certain members of the Maryland National Guard who are admitted at Frostburg State University to register on a space available basis for credit courses as regular or special students with 50% of the regular in-state undergraduate or graduate tuition charged waived, not to exceed six credit hours per semester. In order to be eligible to participate, a Maryland National Guard member must have at least 24 months remaining to serve in the Maryland National Guard, as certified by the Maryland Adjutant General, or have agreed in writing to serve for a minimum of 24 months.

II. Procedure

1. Maryland National Guard members who wish to register under the provisions of this policy must be admitted through normal procedures to Frostburg State University prior to enrolling for coursework.
2. The member's active status and eligibility for participation in this program must be certified by the Maryland Adjutant General at least 30 days prior to the first day of the normal registration period.
3. Maryland National Guard members may register for up to six credits per regular semester at reduced tuition rates. Registration will be on a space available basis; each institution shall adopt procedures to determine space availability, consistent with procedures currently in use for participants in other waiver programs.
4. This policy applies to regular tuition charges for the instructional program only. Fees, which include such things as registration, application, laboratory or appropriate self support fees are not included under this policy.

5. Except for emergencies, health services at institutions where they exist, will not be available to Maryland National Guard unless they are enrolled as regular full-time students and have paid the required student health fee.
6. Maryland National Guard members will be entitled to all normal academic support services, such as library access and academic/career counseling services, consistent with those services provided to other full and part-time students.
7. The tuition waiver for Maryland National Guard members is not applicable to the professional schools of UMB and UB on an inter-institutional basis. Frostburg State University may limit access to specific academic programs and courses for reasons of high demand, low enrollment or self support, as warranted; a list of programs not available to Maryland National Guard members through this waiver program shall be on file in the Office of the Registrar and updated annually.
8. If a recipient of the tuition waiver is discharged for a reason designated by the Maryland Adjutant General, the tuition waiver terminates and the member owes the Frostburg State University, within 30 days of discharge, the amount of the tuition waived for that semester.
9. Frostburg State University requires the completion of the attached form for the purpose of tracking and administering students associated with the Maryland National Guard.
10. Benefits provided to Maryland National Guard members under this policy will be identified separately in the annual financial aid reports to USM and MHEC.

STUDENT FEES FOR COURSES OFFERED AT OFF-CAMPUS SITES

Courses offered at off-campus sites are exempt from mandatory fees used to fund services available only at the Frostburg campus. In addition to tuition, such courses will require payment of an activity fee of one (1) dollar per credit hour to fund special student services for off-campus sites. Special Instruction Fees will be charged if applicable to the specific course.

Ref. BOR VIII-2.61

FSU POLICY TO INFORM THE UNIVERSITY COMMUNITY
OF AN EMPLOYEE'S DEATH

The following policy will be used to inform the University community of an employee's death.

- 1.) The Vice President of the division in which the employee worked will provide the President a letter for signature and campus-wide distribution within 24 hours of learning of the employee's death. The letter will contain particulars related to the employee's death and contain brief biographic and work-related information.
- 2.) The Frostburg State University flag will fly at half-staff on the day the employee is buried or a memorial service occurs.
- 3.) The Vice President of the division in which the employee worked will assure campus-wide distribution of the letter and contact with the Director of Public Safety to assure that the flag flies in compliance with this policy.

(Internal)

PN 3.094

FROSTBURG STATE UNIVERSITY
SICK LEAVE FOR
EXEMPT AND NON-EXEMPT EMPLOYEES

PN 3.095

CAPITALIZATION OF EQUIPMENT

Frostburg State University requires the recording and inventorying of capital equipment as defined in the Administrative Policy PN 3.069, Policy for Capitalization and Inventory Control, on purchases greater than \$2,500.00.

(Internal)