

DIN: 7110-1-01
Title of Policy: Waiver of Payments Due

Policy

The president or designee may waive amounts due to the college or university for the following reasons:

- Employee Benefit Provided by a Bargaining Agreement
- Death of a Learner
- Medical Reasons
- College Error
- Employment Related Condition
- Significant Personal Circumstances
- Learner Leader Stipends
- Course Conditions (A course condition exists when the location or timing of the course results in the learner not being able to use the services intended by a fee)
- Natural disasters or other situations beyond the control of the campus

The president may waive amounts due to the College for individual institutional waivers as approved by the Board.

NTC shall define the terms under which any authorized waiver will be granted and will document the reason for all waivers granted. The College cannot waive the MSCSA learner association fee.

NTC shall, in consultation with learners, develop guidelines to implement this policy. These guidelines will be available to learners.

Accountability/Reporting

NTC shall maintain records on waivers to ensure accountability and accurate reporting in accordance with applicable procedures.

Purpose

To allow waivers of payments in special circumstances.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
President or Designee	Approve waivers for reasons approved by the Board of Trustees in accordance with the College’s established terms. Document the reason for the waivers.
Dean	Define terms and guidelines regarding allowable for waivers of payments in consultation with Shared Governance and Campus Government.

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Approved: Dr. Quistgaard	Date: 1/8/09	Check here if policy should appear in student handbook:	<input type="checkbox"/>

Business Manager	Account for the waivers in college accounts. Communicate guidelines for waivers to learners.
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Supporting References

Listed below are pending college document(s) that support this policy:
 Guidelines for implementation of this policy

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

[MnSCU policy 5.12](#)

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