

## **Florida State University Policy 5-2**

Title of Policy: **HOMELESS STUDENT TUITION AND FEE WAIVER**  
Responsible Executive: Vice President for Student Affairs  
Effective Date: April 15, 2020  
Revision History: New

### **I. INTRODUCTION**

The Florida Homeless Tuition Waiver is available to a student who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

A multi-disciplined committee is established to review applications at the beginning of each term. The committee is comprised of individuals from: the Dean of Students Department, CARE, Financial Aid, Student Business Services. Each individual identified on the committee, will also have a proxy who has the authority of the designated area, to approve/deny an application in the event that a member is unavailable. This is to ensure a swift process for students experiencing homelessness. The Dean of Students Department coordinates the process for determining a student's eligibility for the waiver. Student Business Services collects documentation from University entities to support students' eligibility and to process the waivers. Student Financial Aid provides information to the committee pertaining to the impact of the waiver on the students' overall financial aid package. CARE provides connection to and information regarding students currently involved in the process. The Purpose of the committee is to review applications and to determine if the student meets the Homeless waiver criteria that is set forth by BOG regulation: 7.008(3 (i). The committee will proceed under the procedures in Appendix A.

### **II. POLICY**

#### **A. Eligibility Criteria**

To qualify students must:

1. Provide appropriate documentation pursuant to (B) Documentation.
2. Complete and file the Free Application for Federal Student Aid (FAFSA) - recommended
3. Be enrolled at FSU (non-degree, undergraduate, and graduate programs)

#### **B. Documentation**

To qualify for the Homeless Tuition Waiver a student must provide official documentation stating that the “individual lacks fixed, regular, and adequate nighttime residence”. Documentation can be:

1. Letter from Federal/State Agency, within the State of Florida (may include any of the following)
  - i. Local School district personnel
  - ii. State homeless education coordinators
  - iii. Financial aid administrators from other colleges
  - iv. Staff from college access programs (like Unconquered Scholars), college or high school counselors
  
2. Official record of being a homeless child or youth as defined by the McKinney-Vento Homeless Assistance Act. McKinney-Vento documentation may only be utilized during a student’s first semester of enrollment. Examples of students who fall under this definition are as follows:
  - i. Children and youth living in motels, hotels, or camps grounds due to lack of alternative accommodation
  - ii. Children and youth living in emergency or transitional shelters
  - iii. Children and youth abandoned in hospitals
  - iv. Children and youth awaiting foster care placement
  - v. Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
  - vi. Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.
  
3. Notarized statement from a third party who can verify the student’s homelessness.
  - i. Private or publicly funded homeless shelters and service providers
  - ii. Mental health professional, social worker, doctor or clergy
  - iii. Individual who has credible first-hand knowledge of the student’s situation and can articulate the current circumstance if additional verification is required

#### C. Award Amount

The tuition waiver provides exemption from paying any tuition and associated fees as defined by BOG 7.001 Tuition & Associated Fees (1) & (5). Any costs or fees not defined in the statute are not included in the waiver.

#### D. Renewing the Homeless Tuition Waiver

1. Students must reapply for the Homeless Tuition Waiver each semester and provide updated documentation of homelessness.
2. Students must continue to meet the eligibility requirements pursuant to Sections A and B.

### **III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY**

- A. Section 1009.25(1)(f), Florida Statutes
- B. BOG Regulation: 7.008(3)(i)
- C. This policy will be reviewed annually by the Vice President for Student Affairs to determine if it continues to comply with applicable State and Federal regulations.

Approved: 4-15-2020

Amy Hecht, Ed.D. Vice President for Student Affairs

## **Appendix A**

### **Homeless Waiver Committee Procedures**

1. Application is submitted and uploaded into Canvas.
2. Committee members meet and review the application. The committee will meet approximately two weeks prior to the start of the semester to review applications. The committee will hold two additional meetings during the first and second week of classes.
3. Applications reviewed outside of the review window will be reviewed by the committee members independently and a review sheet will be formulated with the reviewers' signatures.
4. During the review the applications are discussed and the committee determines if the applications meet the criteria as outlined by the Board of Governors.
5. The reviewers will fill out a recommendation form that advises if the application meets criteria, is insufficient, or does not meet criteria. These review sheets are then uploaded into canvas.
6. If the recommendation meets criteria, Student Business Services will apply the waiver and notify the student.
7. If the recommendation does not meet or documentation is insufficient, Case Management Services will reach out to the student to discuss the reason for the denial, process to appeal, and to offer supportive services.