

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia Board of Regents TITLE NUMBER: 128

CITE AUTHORITY: 18-24-5 (West Virginia Code)

RULE TYPE: PROCEDURAL INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE _____
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES _____, NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: 40 - General

TITLE OF RULE BEING ADOPTED: WAIVER OF REGULAR FEES FOR THIRD-PARTY
SPONSORED COURSES

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS _____ 1989

April 17, 1989

Edward Knoe
Director of Administrative Affairs

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WEST VIRGINIA PROCEDURAL RULE
WEST VIRGINIA BOARD OF REGENTS
CHAPTER 18-26
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TITLE: WAIVER OF REGULAR FEES FOR THIRD-PARTY SPONSORED COURSES

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WEST VIRGINIA PROCEDURAL RULE
WEST VIRGINIA BOARD OF REGENTS
CHAPTER 18-26
SERIES I - GENERAL

POLICY BULLETIN NO. 40

TITLE: WAIVER OF REGULAR FEES FOR THIRD-PARTY SPONSORED COURSES

Section 1. General

1.1 Scope - Policy regarding waiver of regular fees for courses sponsored by a third party.

1.2 Authority - West Virginia Code 18-24-5

1.3 Filing Date - February 10, 1989

1.4 Effective Date - March 10, 1989

Section 2. Eligibility

2.1 Any course, institute, workshop, special course, or other educational program offered by the institution for credit.

2.2 Any governmental agency, foundation, corporation, or other association or person, is eligible to support college or university course offerings and pay the total cost.

Section 3. Requirements

3.1 Each offering will require a formal agreement signed by both the institution and the third party sponsor.

3.2 The agreement shall include, but not be limited to, the following:

3.2.1 Name of course;

3.2.2 Location;

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- 3.2.3 Time period;
- 3.2.4 Official names and addresses of both parties;
- 3.2.5 Names of persons who are responsible;
- 3.2.6 Financial obligations, including arrangements and/or payment schedule;
- 3.2.7 Authorized signature of both parties.

3.3 Each offering will require formal approval by the Board of Regents staff in advance. Approval requests shall be submitted on a standard form provided by the Board of Regents.

3.4 Request forms shall require the following information:

- 3.4.1 Requesting institution;
- 3.4.2 Time period;
- 3.4.3 Sponsoring agency;
- 3.4.4 Course title and number;
- 3.4.5 Approximate number of students (resident - nonresident)
- 3.4.6 Approximate number of credit hours;
- 3.4.7 Total value of the waiver based on current fee structure;
- 3.4.8 Actual amount to be paid for direct cost of the course;
- 3.4.9 Actual amount to be recovered by the institution for indirect cost overhead. Indirect cost recovery is required and must be at least 8% of direct cost.

Section 4. Approval

4.1 Third party fee waivers will be approved by staff each month and reported to the Board of Regents in October and February each year.

Adopted: January 11, 1989.

WEST VIRGINIA BOARD OF REGENTS

REQUEST FOR WAIVER OF REGULAR STUDENT FEES
FOR COURSES WITH THIRD-PARTY SPONSORS

REQUESTING INSTITUTION: _____

SEMESTER/YEAR: START DATE _____ END DATE _____

SPONSORING ENTITY: _____

COURSE TITLE(S): _____ COURSE NO. _____

APPROXIMATE NUMBER OF STUDENTS: RESIDENT _____ NONRESIDENT _____

APPROXIMATE TOTAL CREDIT HOURS: _____

ESTIMATED TOTAL VALUE OF FEE WAIVER: \$ _____

ESTIMATED AMOUNT PAID FOR DIRECT COST OF COURSE: --- Paid to Institution \$ _____

--- Direct Pay by Third Party \$ _____

ESTIMATED AMOUNT TO BE RECOVERED BY THE INSTITUTION FOR INDIRECT COST OVERHEAD: MUST BE AT LEAST 8%* \$ _____

*May be waived on (Direct Pay by Third Party) courses where entire cost is covered outside the institution, and location of course offering is off campus.

VERIFIED: _____
(Signature - Business Officer)

CERTIFICATION: I hereby certify that the above request is submitted in accordance with the provisions of Chapter 18, Article 24, Section 5 of the West Virginia Code, as amended.

(Signature - President)

APPROVED: WEST VIRGINIA BOARD OF REGENTS STAFF

(Date)

(Signature)

Submit one original to: Director of Finance
West Virginia Board of Regents
950 Kanawha Boulevard, East
Charleston, WV 25301

When approved by the Board staff, a copy will be returned to the requesting institution's business office.

**TITLE 128
PROCEDURAL RULE
WEST VIRGINIA BOARD OF TRUSTEES**

**SERIES 40
WAIVER OF REGULAR FEES FOR THIRD-PARTY SPONSORED COURSES**

§128-40-1. General.

1.1. Scope. -- Policy regarding waiver of regular fees for courses sponsored by a third party.

1.2. Authority. -- W.Va. Code §18-24-5.

1.3. Filing Date. -- February 10, 1989.

1.4. Effective Date. -- March 10, 1989.

§128-40-2. Eligibility.

2.1. Any course, institute, workshop, special course, or other educational program offered by the institution for credit.

2.2. Any governmental agency, foundation, corporation, or other association or person, is eligible to support college or university course offerings and pay the total cost.

§128-40-3. Requirements.

3.1. Each offering will require a formal agreement signed by both the institution and the third party sponsor.

3.2. The agreement shall include, but not be limited to, the following:

3.2.1. Name of course;

3.2.2. Location;

3.2.3. Time period;

3.2.4. Official names and addresses of both parties;

3.2.5. Names of persons who are responsible;

3.2.6. Financial obligations, including arrangements and/or payment schedule;

3.2.7. Authorized signature of both parties.

3.3. Each offering will require formal approval by the Board of Regents staff in advance. Approval requests shall be submitted on a standard form provided by the Board of Regents.

3.4. Request forms shall require the following information:

3.4.1. Requesting institution;

3.4.2. Time period;

3.4.3. Sponsoring agency;

3.4.4. Course title and number;

3.4.5. Approximate number of students (resident - nonresident)

3.4.6. Approximate number of credit hours;

3.4.7. Total value of the waiver based on current fee structure;

3.4.8. Actual amount to be paid for direct cost of the course;

3.4.9. Actual amount to be recovered by the institution for indirect cost overhead. Indirect cost recovery is required and must be at least 8% of direct cost.

§128-40-4. Approval.

4.1. Third party fee waivers will be approved by staff each month and reported to the Board of Regents in October and February each year.