

**TITLE 131
PROCEDURAL RULE
BOARD OF DIRECTORS OF THE STATE COLLEGE SYSTEM**

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

§131-40-1. 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.

§131-40-2. 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.

§131-40-3. 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.

§131-40-4. 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.