

IDCE Tuition Remission Policy

Section 1. PURPOSE AND SCOPE

This policy defines the general procedure by which a student enrolled in an IDCE graduate degree program would initiate a request for review of their current tuition remission based on an extenuating material change in circumstances in the form of a hardship, financial hardship or financial crisis. The IDCE Director/Dean may, with approval of the Provost, adopt and impose division-level policies or policy changes without going through official institutional approval processes as long as the policy only affects the department and does not conflict with existing institutional-level policies.

Section 2. DEFINITIONS

For this purpose, the department defines tuition remission, extenuating material change in circumstances, financial hardship, and financial crisis as follows:

- Tuition remission is a scholarship awarded for the duration of a student's enrollment in IDCE. Tuition remission cannot be renegotiated by a student each academic semester or year. Conversely, IDCE cannot reduce a student's tuition remission each academic semester or year.
- Extenuating material change in circumstances encompasses a verifiable and documentable hardship, financial hardship or financial crisis beyond the student's control that alters the student's ability to pay their tuition at their current tuition remission.
- A financial hardship includes a change in financial stability (e.g. bankruptcy) or the death of a family member or relative who contributed a significant portion of financial income or assistance in relation to the student's tuition.
- A financial crisis includes the sudden economic collapse of a foreign country.

Section 3. PROCEDURES AND ENFORCEMENT

This procedure outlines the actions that should be taken by the department when a student wishes to initiate a request for review of their tuition remission based on an extenuating material change in circumstances as defined in Section 2 and the corresponding actions required by the student.

The following actions should be taken when a student appraises the department (i.e. Manager of Student Success or the IDCE Director/Dean) of a change in circumstances that alters their ability to pay their tuition:

- The Manager of Student Success shall be the point person to appraise students of the review requirements by communicating the following:
 - The student must have experienced an extenuating material change in circumstance since enrolling.
 - The change must be beyond the student's control.
 - The student is nearing completion of their degree program (i.e. one term remaining).
- If those requirements are met, the Manager of Student Success instructs the student to submit a formal request to the IDCE Director/Dean for review. The Manager of Student Success will provide the student with a link to a review request form. The student will be able to upload documentation to verify the need for a remission change.

[Request for remission review](#)

- The IDCE Director/Dean will review all forms in consultation with the Manager of Student Success.
 - The request should describe in detail and clearly state:
 - The change in circumstances and when the change occurred.
 - How much time and how many courses the student needs to complete their degree.
 - Explicitly define how much need the change in circumstances creates.
 - Requests that fail to describe the circumstances as outlined above will not be considered for review.
- If approved by the IDCE Director/Dean, the Manager of Student Success will inform the Enterprise Director of Budgets & Planning, Gib Pornkittichotchareon, and Mary Bird, Enterprise Budget Staff via email will the following information:
 - GPornkittichotcharo@clarku.edu
 - mbird@clarku.edu
 - Student full name
 - Student Clark ID

- Increased remission amount
 - Specify start and end date
- The Manager of Student Success will inform the student of the outcome via Clark email.

Related Information

History/Revision Information

Responsible Division/Office: IDCE

Effective Date: September 19, 2023

Last Amended Date: October 13, 2023

Next Review Date: September 19, 2025