

MLS HANDBOOK: TUITION ASSISTANCE & FINANCIAL AID RESOURCES

SA 4.1: Tuition Assistance & Financial Aid Resources Policy

Purpose

The purpose of this policy is to provide guidance and direction to the admissions and scholarship committees in the Medical Laboratory Science Program (MLS) as it pertains to the use of tuition remissions. Tuition remissions are one mechanism available to assist the College of Allied Health Professions (CAHP) in meeting its enrollment goals. Tuition remissions are used strategically and in ways that are congruent with and advance the mission of the CAHP and its constituent health profession education programs. Tuition remissions are used to attract students who have demonstrated superior academic performance, special or unique skills or need congruent with the mission of the CAHP, or eligibility for a specific remission program guaranteed by law or policy.

The CAHP will establish goals and make a determination regarding the distribution of tuition remissions among the CAHP constituent programs. The Medical Laboratory Science Program within the CAHP will adhere to the principles, procedures and processes outlined in this policy.

The policy ensures compliance with federal and state laws and University of Nebraska Board of Regents policies and regulations and provides a standardized approach for the use of tuition remissions for all constituent programs in the CAHP. The policy adheres to and supports the UNMC-wide policy on tuition remissions.

MLS Scholarship Committee

1. Program Director
2. Associate Program Director
3. Admissions Chairperson

See: <https://catalog.unmc.edu/allied-health-professions/cahppolicies/tuitionassistance/financialaid/>

See: <https://www.unmc.edu/student-success/financial-aid/types/scholarships/index.html> (<https://www.unmc.edu/student-success/financial-aid/types/scholarships/>)

Policy Oversight

The CAHP Assistant Dean for Finance & Administration is responsible for providing oversight for all activities related to the use of tuition remissions, including but not limited to establishing an annual budget for tuition remissions, reconciling the annual budget for tuition remissions, monitoring the use and distribution of tuition remissions, ensuring compliance with all federal, state, University and UNMC rules and regulations pertaining to tuition remissions, and periodically reviewing and as necessary revising this policy.

Annual Review of Awards

Each application cycle the Medical Laboratory Scholarship Committee will consult with the Assistant Dean for Finance and Administration to determine total funds available for those remission types that allow discretion in award amounts. The committee will establish and report actual remission award amounts based on funds availability.

Eligibility Requirements and Selection Criteria for Tuition Remission Programs

The federal and state law, and University of Nebraska Board of Regent policies define minimum eligibility requirements for tuition remissions. However, specific selection criteria as defined by the awarding academic program may be more, but not less, stringent than University minimums. Each CAP program

Procedure

will have specific and measurable written selection criteria for awarding the various types of tuition remissions. The criteria will be congruent with the criteria outlined in this policy.

Application Procedures and Selection Processes

The academic units will have in place published documentation pertaining to application and selection processes, including at a minimum, information advertising available remission programs, processes for application, criteria for selection and notification, and terms for renewal (if applicable). This documentation will be reviewed annually by the Assistant Dean for Finance and Administration, in consultation with the UNMC Assistant Vice Chancellor for Student Success and amended as necessary.

The CAHP EMSA Office sends the medical laboratory science program scholarship committee an applicant ranking based on overall application scores. The MLS Scholarship Committee provides suggested remission amounts for each accepted student. These suggested remission amounts are approved by the CAHP Assistant/Associate Dean for Finance & Administration.

The Assistant Dean for Finance and Administration will verify that all recommended awards meet eligibility criteria and align with Program and College strategic enrollment goals. The Assistant Dean will provide the approved list of entering student awards to the Enrollment Management and Student Affairs specialist responsible for generating and sending acceptance letters to the applicants via the Webadmit system.

Regents scholarships are awarded only to Nebraska residents (RHOP and KHOP students are prioritized).

The remaining scholarships are awarded by the CAHP Financial Support Committee based on application scores, academic excellence (GPA based on all pre-clinical hours attempted) and financial need, while abiding by all of the specific stipulations associated with each scholarship.

The Assistant Dean for Finance and Administration is responsible for recordkeeping and will, at a minimum, include the maintenance of copies

of the UNMC Remission/Scholarship Disbursement Forms for each student awarded any form of tuition remission for a given academic year. These copies will be stored in a secure electronic repository with shared access for other key institutional stakeholders.

In addition, the CAHP will develop an annual tuition remissions budget in conjunction with UNMC senior leadership and will retain copies of the reconciled actual tuition remission budget, completed at the close of each year's admission cycle. Should the actual tuition remission commitments exceed the projected budget by 10 percent or more, the Assistant Dean for Finance and Administration will alert the Vice Chancellor for Business and Finance, or designee. The Assistant Dean for Finance and Administration will be responsible for communicating the final tuition remission related data on an annual basis to the UNMC Office of the Senior Vice Chancellor for Academic Affairs.

Return to MLS Handbook (<https://catalog.unmc.edu/allied-health-professions/medical-laboratory-science-program/#handbooktext>)