

**COLLEGE OF THE SISKIYOU**  
**Procedure Manual**

**Title:** International Student Fee Reduction

**Adoption Date:** 10/96  
**Revision Date:** 4/18/00

**Responsible Area:** Student Services

**Responsible Office:** Vice President, Student Services/Research

**Policy Reference:** Approved by Instruction Council – 5/08/95

- A. To promote the recruitment and retention of diversity, student fee reductions are granted to non-resident international students who have demonstrated financial need. The reduction reduces the combined tuition/registration fee to \$42 per unit. The total number of reductions may not exceed 10 percent of the international students who are enrolled during the current semester or either of the prior two semesters, whichever is greater. Availability of the fee reduction opportunity shall be included in the international student admission packet.
- B. When fee reduction slots are available, the COS Financial Aid Office will accept applications starting November 1, for the Spring Semester and starting April 1, for the Fall Semester. Application will be accepted until all the available fee waiver slots are filled.
- C. To apply for the reduction, international students must apply to attend COS and must submit an application to the Financial Aid Office consisting of a FAFSA (Free Application for Federal Student Aid) and a letter of application explaining their financial need and why they are attending College of the Siskiyous.
- D. The Financial Aid Administrator will score the FAFSA to determine if the student meets the Board of Governors Waiver (BOGW) eligibility criteria, which shall be the standard for financial need.
- E. A committee comprised of the International Student Advisor and Financial Aid Counselor will review complete applications from eligible students during the first week of December and May and then monthly until reduction slots are filled. The committee will select applicants on a “first-come, first-serve” basis using the date of completion of their application, although no more than one fee reduction will be granted per country of origin. The committee will submit the nominees to the Superintendent/President through the Vice President, Student Services/Research. The Financial Aid Counselor will keep a record and current roster of approved reductions.
- F. The Superintendent/President will review the request for final approval.
- G. Reductions will remain in effect for two calendar years, if the student is enrolled in and completes a minimum of 12 units each semester and has a minimum COS GPA of 2.00. After two years, students must reapply if they wish to be considered for additional semesters.
- H. Students receiving fee reductions will be required to contribute 30 hours of campus service each semester. The campus service will be coordinated by the International Students Advisor.