

## International Student Waiver Policy

Cultural diversity in a collegiate student body benefits all members of the student body. To support students from countries other than the United States or our neighboring provinces, Mayville State has adopted an International Waiver program. The International Waiver program will grant a limited amount of waivers of tuition and/or housing fees each year, as determined by the Cabinet, to facilitate diversity and the needs of international students on our campus.

### Parameters

1. International tuition is assessed to those enrolled students from countries other than the United States or contiguous Canadian provinces.
2. An International **Tuition** Waiver is granted and reduces the amount the institution charges for tuition and fees. The waiver will reduce the cost of tuition and fees, but it cannot be used for application fees, books, board, room, mandatory international student health insurance or other costs of attendance.
3. The purpose of the International **Tuition** Waiver is to align the student's tuition charges to approximate in-state resident tuition rates.
4. An International **Housing** Waiver may be available to international students residing in campus housing carrying a board plan. Students from contiguous Canadian provinces are not eligible.
5. The word "waiver" may be used interchangeably with the word "scholarship" in communication with students.

### Administration

1. The budget for the International Waivers is allocated yearly by Mayville State University Cabinet, and the award process is administered by the International Waiver Committee.
2. The members of the International Waiver Committee are: a representative from the Office of Diversity and Inclusion, Enrollment Center Director, Director of Admissions, Director of Student Life, and Dean of Student Affairs.

### Eligibility Requirements:

1. **International:** International students who are assessed the international tuition rate are eligible.
2. **Enrollment Status:** Students should continue to be enrolled in a minimum of 12 credits each semester. The waiver will not apply to credits taken from another institution.
3. **GPA:** For the initial waiver award, freshman and transfer students must have a minimum cumulative grade point average of 2.50 on a 4.00 scale.

4. **Renewal Requirements:** To remain eligible for the waiver, students should maintain a cumulative GPA of 2.0 or higher. GPAs will be evaluated yearly at the end of Spring semester until graduation.
5. **Financial Support:** Proof of financial support as indicated below when added to this award must be equal to or greater than the current financial aid budget for international students.
6. **Housing and Board:**
  - a. All waiver recipients must reside in campus housing and have a board plan during their freshmen and sophomore years.
  - b. Juniors and seniors are eligible for a tuition and housing waiver if they reside on campus and have a minimum board plan.
  - c. Juniors and seniors seeking to live off-campus are eligible for a partial tuition waiver if they maintain a minimal board plan.

#### **Amount of Waivers**

1. International Waivers may not exceed an amount that is greater than 50% of the international student tuition rate. Partial waivers in incremental amounts up to this maximum amount may also be granted.
2. International Waivers may be awarded in combination with Comet Athletic Waivers, Cultural Diversity Waivers, and other academic and athletic scholarships, but not in combination with Non-Resident Waivers.
3. International **Tuition** Waivers do not apply to fees, books, room, board and other costs of attendance. Generally, awards will be made for an academic year but allocated in semester increments. Awards may be made for a shorter duration.
4. It is our understanding **Tuition** Waivers are not taxable by the United States. The country from which the student is coming will have a treaty agreement with the United States that will determine the student's tax obligations in their home country.
5. International **Housing** Waivers are a static amount approved by Cabinet each year and will not exceed 50% of the lowest housing rate.
6. **Housing** Waivers are subject to tax by the United States, and a 30% withholding will be applied at the same time the waiver is executed. The country from which the student is coming will have a treaty agreement with the United States that will determine the student's tax obligations in their home country.
7. International students are expected to complete a 1040-NR annually, and may qualify for a refund of withheld taxes if their income is sufficiently modest.

**Application Process:**

1. An application for admission to Mayville State University should be submitted by April 1 for timely consideration for enrollment in the fall term and by October 1 for enrollment in the spring term. Any new international student wishing to apply for an international waiver must complete the MSU International Student Waiver Application form located in the scholarship section of the Mayville State University Website.
2. Certificate of Finances for International Students form, available on the Mayville State University Admissions Office website, should be submitted by April 1 for fall term and October 1 for spring term in order to be given full and timely consideration. The United States Government requires all International students provide proof of ability to pay tuition and living expenses prior to an I-20 being issued. An international student may use the offer of an International Waiver in support of their financial proof document.
3. If funding from a sponsor who resides in the United States is expected, the applicant must also submit an Affidavit of Support (I-134), available at USCIS.gov, by the dates listed above.
4. All other application materials and supporting materials, including health forms, TOEFL and other test scores, and transcripts, must be received by the University before an application for a tuition waiver is approved. Preliminary offers of an International Waiver may be made by the Office of Diversity and Inclusion prior to receipt of the necessary materials and forms, however, such an offer is tentative and is not guaranteed until all application processes are completed.

**Approval Process:**

1. All new international students completing application processes by April 1 will receive priority consideration for International Waiver awards. Any applicants completing processes after this date may be considered for an award, based on availability of awards.
2. Priority for waivers will be given to student applicants from countries not represented in the student body of Mayville State, thereby increasing the cultural diversity of the institution.
3. Eligibility will be reviewed and the final selection of new international students and renewals who are to receive an International Student Tuition Waiver will be made by a the International Waiver Committee.

**Award Process:**

1. Final award selections will be forwarded by the Office of Diversity and Inclusion to the Financial Aid Office for inclusion in the student's 'financial aid package'. Once the Financial Aid Office verifies that the International Student Waiver(s) and other aid do not exceed an individual student's financial aid budget, the waiver will be applied to the student's account by the Business Office.
2. Each year, the International Waiver Committee will review the International Student Waiver program to verify the proper use and accuracy of previous awards and determine their effectiveness as a recruitment and retention tool. Recommendations for changes in the incremental amounts of awards for the following year will be forwarded to the Cabinet and changes in advertised eligibility and award criteria will be established.

**Exceptions**

Exceptional circumstances may be considered through an appeal to the International Waiver Committee. Appeal decisions will be documented and forwarded to the student and the Office of Financial Aid for verification and execution.

**Revised: May, 2013**

**Revised: February, 2015; November, 2021**

**Sponsor: Dean of Student Affairs**