



January 14, 2021

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MEMORANDUM

To: NIU Hiring Managers

From: Carolinda Douglass
Vice Provost for Institutional Effectiveness

Subject : Required Records for Tuition and Fee Waivers

This memo is being sent to you as part of Northern Illinois University's (NIU) compliance with (1) the Illinois Administrative Code Title 23: Education and Cultural Resources, Subtitle A: Education, Chapter II: Board of Higher Education, Part 1075 Tuition and Fee Waiver Guidelines and (2) the Illinois State requirement of Selective Service registration as a precondition for state student financial aid (110 ILCS 5/30-17.1). **This memo serves as a reminder of our state record keeping requirements and does not mandate any changes in how tuition and fee waivers are granted.**

Per the Guidelines and State requirements, NIU Hiring Managers must be informed of the following two requirements:

- (1) "Tuition and fee waiver records must be maintained at the department level. Tuition and fee waiver records include, but are not limited to, written documentation for the university approved waiver listing, applicant cutoff dates, eligibility and selection criteria for each waiver program, awarded and rejected applications, selection records, award notifications, records of rejected applicants, and procedures for entering waiver data into the university accounting system.
 - a. Departmental record keeping pertains to all types of tuition and fee waivers awarded at the discretion of an individual department or unit.
 - b. For most departments, at the graduate level, this will require keeping records of advertisements, selection criteria, applications, evaluations, award notifications, and hiring paperwork for graduate assistantships. **Please note that records must be maintained for all individuals who applied for an assistantship, including materials for unsuccessful candidates.**
 - c. For most departments, at the undergraduate level, tuition waivers will be coordinated with the Scholarship Office and will require tuition waiver awarding departments to keep all materials associated with these waivers.
 - d. Records may only be disposed of if in compliance with NIU's Records Retention and Administration Guidelines. To access the most up-to-date version of these guidelines, search for Records Retention and Administrative Guidelines in the NIU A-Z index. This site will direct you to current state requirements including the location of the State Records Disposal Certificate that must be filed before records are destroyed.

- (2) Students receiving any financial aid, including tuition waivers and fees, must submit signed statements certifying their Selective Service registration status. Hiring Managers must ensure that students receiving tuition waivers and fees have complied with this requirement. View the [Selective Service Compliance Form](#)
- (3) The Office of Student Financial Aid can also assist in this process if needed.

NIU Resources Available on Tuition Waivers and Fees Include:

- [Graduate School](#)
- [Financial Aid and Scholarship Office](#)
- [Human Resource Services](#)