



April 22, 2019

**MEMORANDUM**

To: NIU Hiring Managers

From: Carolinda Douglass, Vice Provost for Institutional Effectiveness  
Office of the Executive Vice President and Provost

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 for a minimum of five years. 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 five years on 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. **Please note that records must be maintained for five years on all individuals who applied for a tuition waiver, including unsuccessful candidates.**
  - d. After five years, the records may be disposed of providing all audits have been completed under the direction of the Office of the Auditor General, if necessary, and no litigation is pending or anticipated.
- (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. The Selective Service Compliance Form is located on the Human Resource Services website at [http://www.hr.niu.edu/hrs/resources/forms\\_docs/downloads/3700-Graduate%20Assistant%20Application.pdf](http://www.hr.niu.edu/hrs/resources/forms_docs/downloads/3700-Graduate%20Assistant%20Application.pdf).
- (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

<http://www.niu.edu/grad/funding/tuition.shtml>

Scholarship Office

<http://niu.edu/scholarships/index.shtml>

Student Financial Aid

<http://www.niu.edu/financial-aid>

Human Resource Services

[http://www.hr.niu.edu/hrs/benefits/tuition\\_waivers.shtml](http://www.hr.niu.edu/hrs/benefits/tuition_waivers.shtml)