**MPA Tuition Waiver Award Info (in response to email from Sam Havens)**

**10/5/15**

1. What are the eligibility criteria for your waiver?

We use our tuition waiver pool to make several different awards, and the criteria vary by award:

* Americorps Education Award
* Tuition Waiver - Resident
* Tuition Waiver – Non Resident
* MPA Merit Award
* MPA Merit Award-Tribal Governance

All MPA awards, including awards made from the tuition waiver pool, are listed on our Costs & Aid page at <http://www.evergreen.edu/mpa/costs.htm>. High level info for each award is on that page, and in addition, each award has its own page and you can “click through” the name of the award to detailed eligibility criteria info.

1. What documentation is used to ensure the eligibility criteria is made available to students?

As mentioned above, eligibility criteria are listed on the MPA “Costs & Aid” page and associated pages.

1. What is the process used to select a student for a tuition waiver?

The process varies depending on the award, as follows:

* Americorps Education Award: For 2015-16, students submitted the required essay for this Award as part of the online MPA Financial Aid Application, as well as an the additional supplemental materials, by the application deadline. Program staff review all complete, ontime Americorps applications and rate them in terms of quality. Typically, 3-5 awards are made.
* Tuition Waiver – Resident: For 2015-16, all MPA resident students with an ontime FAFSA were in the consideration pool. Primary consideration was given to merit, based on either MPA Admission Committee ratings (for new students) or 1st Year Core faculty ratings of student performance for 2 quarters (for continuing students).
* Tuition Waiver – Non Resident: Same as above, but for all MPA \*nonresidents\* with an ontime FAFSA.
* MPA Merit Award: For 2015-16, we considered all current students in the Public and Nonprofit Administration and Public Policy concentrations in one group, regardless of need. Awards were based on merit as determined by either MPA Admission Committee ratings (for new students, who were rated A1 or A2) or 1st Year Core faculty ratings of student performance for 2 quarters (for continuing students, who were rated 1-4). Faculty also named their “top” few students. Students were ranked by the ratings they received, and those who received “top” rankings by 2 faculty members, vs. just one, were ranked higher and given a larger award. We had some “SuperMerit” awardees, for students who got “top” by 2 faculty, and “Merit” awardees, for students who got a “top” from 1 faculty.
* MPA Merit Award-Tribal Governance: For 2015-16, we considered all current students in the Tribal Governance concentration in one group, regardless of need. Awards were based on merit as determined by either MPA Admission Committee ratings (for new students) or 1st Year Core faculty ratings of student performance for 2 quarters (for continuing students). Students were ranked by the ratings they received, and those who received “top” rankings by 2 faculty members, vs. just one, were ranked higher and given a larger award. We had some “SuperMerit” awardees – for students who got “top” by 2 faculty and “Merit” awardees, for students who got a “top” from 1 faculty.

1. How is the amount of the tuition waiver determined?

The amount of the waiver varies by type of award. In 2015-16, with our tuition waiver pool we continued our practice of preferring merit over need in the tuition waiver pool. Here was our process:

* Americorps Education Award – We tied our Americorps Award waivers roughly to the cost of tuition/fees for 1 quarter of Core, which is a 6 credit class. In 2015-16, the Americorps waiver was $1900.
* Tuition Waiver – Resident – Because we award Merit Awards first, with a very high quality/high merit pool this leaves a small proportion for the regular resident tuition waiver pool. Our standard tuition waiver award for students with high need and a ranking of 1 from 2 faculty was $1050. We also made some awards of $510 to students with lower need but who had high rankings from faculty.
* Tuition Waiver – Non Resident: The benchmark for the nonresident waiver is cost of tuition/fees for 1 quarter of Core, which is a 6 credit class. In 2015-16, the non-resident waiver was $4000.
* MPA Merit Award: We tied our Merit Award waivers roughly to the cost of tuition/fees for 1 quarter of Core, which is a 6 credit class. We wanted to give the SuperMerit students the highest award, so we bumped it to $2100. We wanted to make the SuperMerit awards a meaningful amount more than the Merit awardees, and many people qualified for them. The award was $1545, which is roughly about 2 graduate credits less than the SuperMerit.
* MPA Merit Award-Tribal Governance: Same as above

1. Who verifies the eligibility of the student who is awarded the waiver?

The MPA Assistant Director that is coordinating Financial Aid awards that year verifies eligibility.

1. How is eligibility verified?

Eligibility is verified as follows:

* For FAFSA info, s/he uses the grad program’s Financial Aid report on adminweb
* For enrollment info, s/he uses the grad programs’ Grad Applicants and Admits and All Students in a Program reports, as well as Banner

1. How is the student notified that they have been awarded the tuition waiver?

Students are notified in at least 2 ways:

* They receive an email from the program, sent by the MPA Assistant Director that is coordinating Financial Aid awards that year. Emails are typically sent to newly admitted students by the end of April (to inform them before they need to pay their admission deposit) and to continuing students by the end of May.
* They are notified by Financial Aid, when it’s time to accept their award.