

UAMS Academic Affairs Policy – 3.3.2



Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs
Subject: Bowie and Cass County Out of State Tuition Waivers
Number: 3.3.2

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POLICY

New and continuing students who are residents of Bowie or Cass counties in Texas or Texarkana, Texas, must complete an application form noting their tax status and, provide a copy of their salary/wage documentation to receive an out of state tuition waiver. Salary/wage documentation is necessary in order for UAMS to identify which waivers can be submitted for reimbursement to the Arkansas' Tuition Reimbursement Fund.

A student will provide documentation of total taxable salary/wages for the *prior* tax year to which he/she is applying, specifically the salary and/or wages earned from Arkansas employers. However, the tuition waiver will be granted to students regardless of the amount, if any, of Arkansas wages and salary earned as long as the documentation is submitted. That is, the \$5,500 threshold for Arkansas salary/wages will not be a condition of eligibility of the tuition waiver.

The application form which is attached to this policy must indicate whether the student is an independent wage earner or a dependent of a parent or guardian for tax purposes, and must include the social security number of the taxpayer. All items on the application form must be completed in order for the application to be processed.

PROCEDURES

1. Applicants from Bowie and Cass counties in Texas or Texarkana, Texas must complete the Border County Out of State Tuition Waiver Application and submit it along with the requested salary/wage documentation (see below) to the UAMS Student Financial Services (SFS) – Bursar's Office. Copies of the application form are available on the Student Financial Services Office Web site at www.uams.edu/studentfinancialservices.
2. SFS – Bursar's Office staff will verify that the documentation is valid, sign the application form and maintain the original documentation for audit purposes. SFS – Bursar's Office will furnish a

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list of students approved to receive the waiver and their social security numbers to the SFS Financial Aid Office.

3. The SFS Bursar's Office applies the waiver to the student's account in Workday Student.
4. Annually, SFS will prepare a report of students who were granted the Border County Tuition Waiver which are eligible for reimbursements through the Higher Education Tuition Reimbursement Fund for the Director of the Budget and Planning Office.
5. Steps 1 through 3 must be followed at the beginning of each new academic year in-which the student is enrolled in order for the tuition waiver to remain in effect.

REFERENCES

University of Arkansas Board Policy 520.10

INFORMATION AND DOCUMENTATION NEEDED

A. Social Security Number: Applicant OR Parent/Guardian

STUDENTS WHO WERE CLAIMED AS DEPENDENTS OF PARENTS/GUARDIANS

Student was claimed as a dependent on the state and/or federal tax return of parent or guardian in the prior tax year. The following are required:

1. Parent / Guardian Social Security Number(s)
2. Salary/Wage Documentation as described below in Section B.

STUDENTS WHO WERE INDEPENDENT AND NOT A DEPENDENT OF PARENTS/GUARDIANS

Student filed a state and/or federal tax return last year and was NOT claimed as a dependent on a parent or guardian's state and/or federal tax return in the prior tax year. The following are required:

1. Student Social Security Number
2. Salary/Wage Documentation as described below in Section B.

B. Acceptable forms of documentation

Any one of the following forms of documentation of salary and wages from Arkansas employers is acceptable:

1. W-2 forms documenting salary and wages
2. Copy of official state or federal tax return
3. Official verification of total salary and wages from all employers during the prior tax year.