

## **GUIDELINES FOR FEE WAIVERS FOR INTERNATIONAL STUDENTS AND STUDENTS TAKING COURSES IN AN ONLINE MODALITY FOR FALL 2021.**

**August 16, 2021**

Due to instances of continuing difficulty of international students' ability to arrive to the US to attend programs face-to-face at American University in Fall 2021, the enclosed guidelines provide direction for circumstances that may require a waiver of fees for the Fall 2021 semester. The guidelines also indicate the process that should be followed with respect to fee waivers in instances of domestic students who may choose not to be present on campus in Fall 2021 for variety of other reasons.

These guidelines are limited to be utilized for the Fall 2021 semester only.

In general, students who are registered for a course that is designated as a face-to-face on campus course are expected to take the course on-campus. Faculty teaching in person are not expected to make course content available asynchronously online or offer options for simulcasting. Students who are registered for an online course are expected to take the course in an online modality.

Tuition and fees are determined by a student's academic level and primary academic program rather than course modality. Students who are enrolled in a designated online program will be charged tuition and fees applicable to those programs. Students who are enrolled in programs that are face-to-face will be charged tuition and fees applicable to their academic level and primary academic program.

Additional detail related to possible exceptions are outlined below. When students are approved for exceptions of this nature as outlined below, academic departments must email the list of student names and AUID numbers to the Office of Student Accounts (OSA) at [sa@american.edu](mailto:sa@american.edu) to waive the applicable fees.

### **Section 1: International Undergraduate and Graduate Students Unable to Arrive to Campus for Instruction for Fall 2021**

**International undergraduate and graduate students unable to arrive to campus may be eligible for waivers of health insurance and UPass only.**

- 1) International students who cannot arrive to campus for Fall 2021 should register for **online courses** only. In order to minimize potential student appeals for refunds after the add-drop date, the ISSS Office will provide a list of international students without visas on September 3<sup>rd</sup>, 10<sup>th</sup>, and 17<sup>th</sup>, 2021. Advisors should carefully monitor this list of students and work closely with students to ensure they are enrolled for the appropriate modality of classes prior to the add-drop date. In the event a student is NOT registered for online courses, and has worked out a different arrangement with their academic unit, students should be prepared to provide evidence that they will be residing outside of the US for the duration of the semester in order to **be eligible for health insurance and UPass fee waivers**. Acceptable evidence may include a written

statement from the instructor of any face-to-face course that has offered another attendance arrangement. This should be sent from the students' AU email account to [aucentral@american.edu](mailto:aucentral@american.edu)

- 2) International students unable to arrive to campus for Fall 2021 may request a health insurance fee waiver through AU Central. Students should provide evidence that they will not be residing in country for the duration of the Fall 2021 semester. Students should be notified that they are responsible for contacting AU for health insurance coverage if they enter the US during the Fall 2021 semester.
- 3) International students unable to arrive to campus for Fall 2021 should also be waived the UPass fee.

## **Section 2: Domestic Undergraduate Students Who Choose Not to Arrive to Campus for Instruction for Fall 2021**

- 1) Domestic undergraduate students who may choose for various reasons not to arrive to campus for instruction for Fall 2021 should ensure that they are enrolled in online courses only. At the current time, the university does not offer fully online undergraduate programs. With the exception of international students who are unable to arrive to campus due to visa issues, it is expected that all other students will have campus presence from time to time during the course of their program of study.
- 2) Domestic undergraduate students must provide evidence of comparable health insurance coverage in order to request a health insurance waiver, consistent with our current policy. All other domestic students, regardless of their state of residence, must be charged the health insurance fee.
- 3) As it is expected that domestic undergraduate students will be present on campus from time to time throughout the duration of their program of study, the student must pay the UPass fee.

## **Section 3: Domestic Graduate Students Enrolled in Face-to-Face Academic Programs Who Choose Not to Arrive to Campus for Instruction for Fall 2021**

- 1) Domestic graduate students (PhD and Masters) who may choose for various reasons not to arrive to campus for instruction for Fall 2021 should ensure that they are enrolled in online courses only. If the student's academic program is offered as an Online Program, it may be suitable for students to enroll into the Online Program. Graduate students and their advisers may also consult the Online Cross-Enrollment Guidelines for possible online coursework options. It is expected that students who are enrolled in Face-to-Face Academic Programs will be present on campus from time to time throughout the course of their program of study.

- 2) Domestic graduate students enrolled in a face-to-face academic program must provide evidence of comparable health insurance coverage in order to request a health insurance waiver, consistent with our current policy. Health insurance premium coverage is available as a benefit for graduate students who meet minimum work requirements.
- 3) As it is expected that domestic graduate students will be present on campus from time to time throughout the duration of their program of study, the student must pay the UPass fee.
- 4) In instances where a PhD student is pursuing academic work (field work, dissertation research) outside of the DMV area, the UPass fee, Activity Fee, and Sports Center Fee may be waived once academic work is confirmed by the student's advisor and associate dean.