

Waiver Guidelines

- ❖ **A full or partial waiver of fees may be approved by the appropriate level of authority as identified above. Waivers of fees should only be granted for events held in support of the strategic priorities of the university, to advance the mission of the university, to promote the university, or to create goodwill in the community. In addition, if an entrance or participation fee is being charged for an event in excess of direct costs, a waiver should typically not be approved.**
- ❖ **The Budget Office will facilitate a process for managing waivers and will maintain this process of the Budget Office website. In addition, the Budget Office will track waivers granted and ensure this information is readily available to the university community.**