

**Title: Tuition Waiver for BRAC Employees  
and Family Members of BRAC Employees**

- Initial Action:** 05/04/2009
- Board Agenda:** 05/28/2009, 17-067
- Last Revised:** 09/26/2017
  - Policy:** 09/26/2017
  - Procedure:** 09/26/2017
- Last Reviewed:** 3/13/2024
- Effective:** 4/25/2024
- Next Review:** 3/13/2027
- Responsibility:** Finance and Administration

**Policy:**

Pursuant to Md. EDUCATION Code Ann. §16-310, Cecil College employees as part of the Base Realignment and Closure process, (BRAC), and their dependent family members, will be granted a waiver for out-of-county or out-of-state tuition rates, upon relocation to a Maryland residence without regard to the three-month residency requirement.

**Procedure:**

**Eligibility:**

1. The BRAC employee or their dependent family member must officially enroll as a credit or approved non-credit student at Cecil College.
2. The BRAC employee or their dependent must present to the Accounts Receivable Manager a letter from the employee's employer on company letterhead, confirming their relocation to Maryland and or Cecil County was for the purpose of the US Department of Defense BRAC.
3. A waiver application will be filed and signed by the eligible student and a copy of letter confirming the relocation was BRAC-related, will be attached. Waivers will be kept on file for the current fiscal year plus one.
4. The Accounts Receivable Manager will grant eligibility based on the above criteria.
5. For the purpose of calculating tuition rates, eligible members and eligible dependents will be treated as in-county residents if relocated within Cecil County and in-state residents if relocated outside of Cecil County, but within the State of Maryland.
6. An eligible student's tuition rate will be charged at the in-county rate if the student resides in Cecil County, or the in-state tuition rate if the student resides outside of Cecil County but within the State of Maryland, without regard to the 3-month residency requirement.
7. The adjusted tuition rate and all fees including, but not limited to, course fees and consolidated fees are the responsibility of the student and must be paid at the time of registration to assure a seat in the course.

- 8 A journal entry will be made to the student account by the Accounts Receivable Manager, after the designated drop/add period which will reflect the adjustment for tuition in accordance with the residency determination.