Interim Faculty and Staff Tuition Waiver Program

Policy Statement

The purpose of this Program is to provide guidelines for taking academic course work. The intent of the Program is to enhance the benefits available to Eastern Kentucky University Eligible Employees and to encourage employee development and the pursuit of higher levels of education by all Eligible Employees.

Entities Affected by the Policy

All University full-time benefited Eligible Employees who are eligible to participate in the Faculty and Staff Tuition Waiver Program.

Policy Background

The 1997 First Extraordinary Session of the General Assembly resulted in the creation of a faculty and staff tuition waiver program [KRS 164.020(33)] with the express purpose of promoting employee and faculty development. Specific responsibility was granted to the Council on Postsecondary Education to develop and implement a program. Consistent with stated legislative purpose, this policy sets out the parameters of this program, which is intended to enhance the professional development opportunities of the faculty and staff of the public postsecondary institution of state or locally operated secondary area technology centers.

Senate Bill 240, 2000 regular Session, extends the Faculty and Staff Tuition Waiver Program to regular full-time employees of state or locally operated secondary area technology centers. Employees are eligible for a maximum of six (6) credit hours per term at any public postsecondary education institution.

Academic Year 2008 – 2009 President Doug Whitlock implemented a pilot program to increase the maximum number of credit hour per term to twelve (12) for faculty and staff taking courses at the University.
Types of Courses and Credit Hours:

- Eligible Employees are eligible to receive a Tuition Waiver for academic courses taken at Eastern Kentucky University, any of the other public universities in Kentucky, or any institution in the Kentucky Community and Technical College System.
- Spouse/sponsored dependent/dependent of Eligible Employees are eligible to receive Tuition Waivers for academic courses taken at Eastern Kentucky University.
- For classes beginning Fall semester 2013 and continuing, Eligible Employees/spouse/sponsored dependent/dependent are eligible for a maximum of twelve (12) undergraduate/graduate credit hours per semester regardless of the method of delivery (traditional, on-line, etc.). Of the twelve (12) credit hours, the Eligible Employee may transfer up to twelve (12) credit hours per semester to spouse/sponsored dependent/dependent.
- For classes beginning Fall semester 2013 and continuing, the Tuition Waiver benefit to be used by an Eligible Employee is a maximum of six (6) undergraduate/graduate credit hours per semester regardless of the method of delivery (traditional, on-line, etc.).

Eligibility:

- Eligible Employees/spouse/sponsored dependent/dependent must meet University admission requirements and any specific program requirements.
- Eligible Employees/spouse/sponsored dependent/dependent must be in “Good Academic Standing”, as defined by the Undergraduate or Graduate Catalog (cumulative GPA of 2.0 for undergraduate level and 3.0 for graduate level). If course(s) are taken in the semester that the Eligible Employee/spouse/sponsored dependent/dependent is on Academic Probation, the course(s) will be paid at the Eligible Employee’s expense.
- Eligible Employees cannot have a past due balance at the date of application for the Tuition Waiver.
- Eligible Employees, who have not attended Eastern Kentucky University or any other institution of higher education for a period of at least five (5) consecutive years and who are not in Good Academic Standing upon requesting use of the Tuition Waiver for the first time after this five (5) year period of time, are eligible for the Tuition Waiver. The Eligible Employees under this specific exception are eligible for only one (1) semester of the Tuition Waiver until all of the requirements for continuance of the Tuition Waiver must be met.

Financial Implications of Tuition Waiver:

- The Tuition Waiver applies only to tuition. It does not include special course fees, other fees required for a course, and textbooks or supplies.
- Undergraduate non-online and online courses and programs—the value of the Tuition Waiver is equal to the then current tuition rate for undergraduate courses regardless of the method of delivery (traditional on-campus or on-line) Any remaining balance for tuition and/or fees is the responsibility of the individual enrolled in the course(s).
- Masters and Doctoral non-online and online courses and programs—the value of the Tuition Waiver is equal to the then-current tuition rate for general masters non-online delivery. Any remaining balance for tuition and/or fees is the responsibility of the individual enrolled in the course(s).
- If an Eligible Employee separates from employment during a semester when the Tuition Waiver is being utilized by Eligible Employee/spouse/sponsored dependent/
dependent for courses for academic credit, tuition will be assessed at a pro-rated amount based on the time of the separation and will be payable by the Eligible Employee.

- Spouse/sponsored dependent/dependent children who are receiving scholarships from other sources are eligible to participate in this Program; however, the combined amount of all Tuition Waivers/ scholarships may not exceed the total amount of cost of attendance. A residual check cannot print from this Tuition Waiver or a combination of waiver and scholarship nor will there be a refund issued for withdrawing or dropping hours.
- Any tax liability incurred through participation in this Tuition Waiver program is the responsibility of the Eligible Employee.

Transfer of Tuition Waiver Benefits:

- Effective Fall semester 2013 and continuing, in situations where the Tuition Waiver is being transferred from (a) an Eligible Employee to a spouse who is an Eligible Employee, the maximum number of credit hours that may be transferred and used by the spouse each semester is six (6).
- Effective Fall semester 2013 and continuing, in situations where the Tuition Waiver is being transferred from two (2) Eligible Employees to a sponsored dependent/dependent, the maximum number of credit hours that may be used by the sponsored dependent/dependent each semester is twelve (12).

Scheduling:

- Employees are expected to take courses during times other than normal working hours.
- Requests to take a course during normal business hours may be approved by a supervisor if there is a limited offering of the course and it is not disruptive to the office. Time missed during working hours will be required to be made up during the same pay period of missed time.

Definitions

- Eligible Employee
  - A full-time benefited employee is one whose status includes participation in the state retirement, or ORP, system and health insurance. Temporary of part-time employees, as well as retirees, are not eligible for participation.
- Spouse
  - Marriage partner husband or wife.
- Sponsored dependent
  - An individual that shares primary residence with the Eligible Employee and has lived with the Eligible Employee for at least 12 months prior to the effective date of the Tuition Waiver plan, is at least the age of majority, is not a relative and is not employed by the Eligible Employee. Any child of a sponsored dependent must also share primary residence with the Eligible Employee, is under the age of 26, is the natural born or adopted child of the Sponsored Dependent and is not a relative of the Eligible Employee.
- Dependent
  - Unmarried natural child, adopted child, stepchild, or legal ward and is less than 26 years of age as of the first day of the semester for which the class is offered and who is claimed by the Eligible Employee for income tax purposes. In case of legal separation or divorce, a natural or adopted child or legally adopted child or legal
ward may participate in this program regardless of which parent declares the child as a dependent for income tax purposes.

- Technology center
  - State operated secondary area technology center as defined in KRS 151.B110 or locally operated secondary area technology center.

### Responsibilities

**Eligible Employee:**

- Shall complete a Faculty/Staff Tuition Waiver
- Must complete a new Tuition Waiver request each semester for all classes
- If two Eligible Employees transfer the scholarship to their dependent(s), each Eligible Employee must submit a separate Tuition Waiver form.
- The Eligible Employee shall obtain all required signatures prior to submission of the Tuition Waiver form to Human Resources
- To facilitate processing of tuition waivers, request should be submitted for approval PRIOR to the start of the term for which the Tuition Waiver is requested. The following timeline should be utilized:
  1. Fall Semester
     a. Requests should be submitted no later than the last week of July.
  2. Spring Semester
     a. Requests should be submitted no later than second week of December.
  3. Entire Summer Session
     a. Requests should be submitted no later than first week of May.
  4. Partial Semester/Mid Semester
     a. Requests should be submitted no later than the term start date for the course.
- Requests submitted after the last day to add a class in any given semester will NOT be approved.

**Department:**

- Completed forms will be forwarded to Student Financial Aid Scholarship Office for processing.
- Each department shall keep a copy of the Tuition Waiver form on file for each Eligible Employee.

**University:**

- University is responsible for withholding of the proper taxes and for reporting taxable income for all employees of the institution regardless of the institution where the course is taken.

### Violations of the Policy

Violations of this policy will be handled through normal University procedures.
Interpreting Authority

Executive Director of Human Resources

Statutory or Regulatory References

Faculty Staff Tuition Waiver Program 1997 [KRS 164.020(33)]
Senate Bill 240, 200 Regular Session

Relevant Links

Faculty Staff Tuition Waiver Form

Policy Adoption Review and Approval

Approved by the Board of Regents on August 3, 1972 and as part of the Staff Handbook on August 1, 2002.

September 18, 2013 revision approved by President on an interim basis.