



## Eastern Kentucky University Policy and Regulation Library

8.2.1

Volume 8, Human Resources

Chapter 2, Employee Benefits

Section 1, Berea College Tuition Waiver

Approval Authority: Board of Regents

Responsible Executive: Office of Human Resources

Responsible Office(s): Office of Human Resources

Effective: September 6, 2003

Next Review Date: September 6, 2014

## Berea College Tuition Waiver

### Statement

Pursuant to an agreement between Berea College and Eastern Kentucky University, full time staff and faculty of one institution are eligible to receive a full tuition waiver upon enrollment in undergraduate courses at the other institution. The waiver does not include spouses and dependent children.

### Entities Affected

Full-time faculty and Staff

### Procedures

Full time employees of Eastern Kentucky University whose status meets the requirement for participation in the tuition waiver plan are eligible to participate in this program.

All courses at Berea College in which space is available at the time of registration are open to employees at Eastern Kentucky University and are offered for undergraduate credit only.

This waiver agreement does not include spouses and dependent children.

Enrollment in this program is not to exceed six hours per term at Eastern Kentucky University for fall, spring, and summer and two credits at Berea College during those terms or one credit at Berea College during January (short term).

The waiver applies only to tuition and not to special course fees required for the course.

When possible, employee will be encouraged to take courses at times other than normal working hours. In the event of a conflict with working hours, the employee should make arrangements with his/her supervisor to make up the time or request time without pay.

In the case of an employee from Eastern Kentucky University taking a course at Berea College, an automatic waiver of Berea's labor requirement will be in effect.

Individuals must complete a Faculty/ Staff Tuition Waiver form two weeks prior to the beginning of class in order to earn academic credit.

Classes are available on a space available basis.

Any tax liability incurred through participation in this program is the responsibility of the employee

## Definitions

- **Full-time employees:** Full-time employees are those hired into a 25 hour or greater assignment and are eligible to participate in all University provided benefits. A full-time employee is one that is scheduled to work 37.5 hours with the exception of Facilities Services and Public Safety which are 40 hour per week.

## Responsibilities

See "Procedures" Section

## Violations of the Policy

Violations of this policy will be handled in accordance with normal University procedures.

## Interpreting Authority

Office of Human Resources

## Relevant Links

Faculty Staff Tuition Waiver Program

# Policy Adoption Review and Approval

Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
September 6, 2003	Board of Regents	Adopted