



# Eastern Kentucky University

## Policy and Regulation Library

Human Resources Regulation: 8.2.6HRR

Responsible Office(s): Office of Human Resources

Effective: May 8, 2023

Next Review Date: Spring 2028

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### Employee Tuition Waiver Program

#### Statement

The purpose of this policy 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

Eligible Employees

#### Procedures

##### I. Types of Courses and Credit Hours

- Eligible Employees are eligible to receive a tuition waiver for academic courses taken at Eastern Kentucky University.
- Spouses/Sponsored Dependents/Dependents of Eligible Employees are eligible to receive a tuition waiver for academic courses taken at Eastern Kentucky University.
- 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.).
- Tuition waivers cannot be used for the Winter Term.
- Tuition waivers cannot be used for course audits.

##### II. 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. If course(s) are taken in the semester that the Eligible Employee/Spouse/Sponsored Dependent/Dependent is placed on Academic Probation, the course(s) will be paid at the Eligible Employee's expense.
- Eligible Employees/Spouse/Sponsored Dependent/Dependent cannot have a past due balance with Student Accounting Services at the date of application for the tuition waiver.
- Eligible Employees seeking to use the Employee Tuition Waiver Program for themselves shall be limited to one degree per degree category. In limited circumstances, exceptions to this rule will be granted on a case-by-case basis upon approval by the supervising Vice President as well as the Office of the Provost and the Office of Finance and Administration. For graduate programs, the Eligible Employee must demonstrate that the degree sought is relevant to their job duties and is a benefit to the University. Approval by the appropriate area Vice President is necessary.
- Individual graduate programs shall have the option to limit the available spots for Eligible Employees per semester based on program need.

### **III. Employee Tuition Waiver Application Form**

An Eligible Employee who wishes to utilize the tuition waiver on behalf of themselves or their Spouse/Sponsored Dependent/Dependent Child shall submit a completed Employee Tuition Waiver application form to the Office of Human Resources prior to the drop/add deadline for each semester the tuition waiver is requested. Any tuition waiver application submitted after this date will be rejected. Falsification of any information on the application form may result in denial of the application as well as possible employee disciplinary action.

### **IV. Financial Implications of Tuition Waiver**

- The tuition waiver applies only to tuition. It does not include course fees, textbooks, supplies, travel expenses, or fees associated with study abroad courses.
- The value of the tuition waiver for any semester is determined by the product of the applicable hourly tuition rate multiplied by the number of hours, not to exceed six hours for an employee, or up to twelve hours for a Sponsored Dependent/Dependent Child. Any remaining balance for tuition and/or fees is the responsibility of the individual enrolled in the course(s).
- Employee/Spouse/Sponsored Dependent/Dependent Child using the tuition waiver, are financially responsible for reimbursing the University for tuition associated with any course or courses dropped after the final closing date of the official University drop/add period, to include any tuition and fees that may become due upon withdrawal from a course after close of the add/drop period

- resulting in a grade of “W”.
- If an Eligible Employee separates from employment during a semester when the tuition waiver is being utilized by Eligible Employee/Spouse/Sponsored Dependent/Dependent Child for courses for academic credit, tuition will be assessed at a prorated amount based on the time of the separation and will be payable by the Eligible Employee.
  - For graduate degrees, the Eligible Employee agrees to repay 100% of tuition waived pursuant to this benefit on behalf of the Eligible Employee only (not to include their Spouse/Sponsored Dependent/Dependent Child) if the Eligible Employee is separated from ECU within one (1) year of tuition waiver; and, 75% of tuition expenses if separated within two (2) years of tuition waiver.
  - The Free Application for Federal Student Aid (FAFSA) application is required for undergraduate access to the tuition waiver, along with required verification, clearance, and aid packaging processes.
  - Spouse/Sponsored Dependent/Dependent Child who is receiving scholarships and/or grants from other sources are eligible to participate in this program; however, the combined amount of all tuition waivers, scholarships, and grants may not exceed the total amount of tuition. A residual check cannot print from this tuition waiver or a combination of waiver, scholarship, and grant; nor will there be a refund issued for withdrawing or dropping hours. The ECU Tuition Waiver is always applied last after all other source of funds, including scholarship and grants.
  - In the event an individual is eligible for multiple forms of institutional aid awards (i.e., both merit aid and the tuition waiver), the individual must choose one institutional award.
  - Any tax liability incurred through participation in this tuition waiver program is the responsibility of the Eligible Employee.

#### **V. Transfer of Tuition Waiver Benefits**

- Though an Eligible Employee may use only six (6) credit hours per semester, an Eligible Employee may transfer all or part of these six (6) credit hours along with an additional six (6) credit hours, up to a maximum total of twelve (12) credit hours per semester, to a Spouse/Sponsored Dependent/Dependent regardless of the method of delivery (traditional, on-line, etc.).
- In situations where the tuition waiver is being transferred from two (2) Eligible Employees to a Sponsored Dependent/Dependent Child, the maximum number of credit hours that may be used by the Sponsored Dependent/Dependent Child each semester is twelve (12).

#### **VI. 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

- **Academic Probation:** Students who do not meet the established institutional grade point average (GPA) as outlined in the Undergraduate and Graduate catalogs.
- **Dependent Child:** 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.
- **Eligible Employee:** A full-time benefited employee. Temporary or part-time employees, as well as retirees, are not eligible for participation.
- **Good Academic Standing:** Students who meet the established institutional grade point average (GPA) as outlined in the Undergraduate and Graduate catalogs.
- **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.
- **Spouse:** Person to whom one is legally married.
- **University:** Eastern Kentucky University

## Regulation Adoption Review and Approval

### Regulation Revision

<u>Date</u>	<u>Entity</u>	<u>Action</u>
May 8, 2023	President	Approved
August 3, 2022	Provost Council	Approved
October 2, 2020	Director of Policy Development	Editorial Revisions
November 1, 2019	Human Resources	Editorial Revisions
August 21, 2018	Director, Policy and Legal Operations	Editorial Revisions
October 19, 2015	Board of Regents	Adopted
October 6, 2015	President	Approved
August 12, 2015	Provost Council	Approved
May 5, 2015	Faculty Senate	Approved
March 14, 2015	Staff Council	Approved
September 18, 2013		President Approved
Interim Basis		
August 3, 2002	Board of Regents	Approved*

### Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
August 3, 1972	Board of Regents	Adopted