



Eastern Kentucky University Policy and Regulation Library

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Chapter 2, Employee Benefits
Section 6, Employee Tuition Waiver Program
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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 and at other Kentucky state universities and community and technical colleges for which the University has a reciprocal agreement in place, subject to change.
- 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.

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 who have not attended the 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, are eligible for the tuition waiver. Eligible Employees, under this specific exception, are eligible for only one (1) semester of the tuition waiver until all requirements for continuance of the tuition waiver are met.

III. Employee Tuition Waiver Application Form

Eligible Employees who wish to utilize the tuition waiver shall submit a completed Employee Tuition Waiver application form to the Office of Human Resources prior to the start of the term for which the tuition waiver is requested.

The tuition waiver application form must be submitted to the Office of Human Resources prior to the drop/add deadline for each semester. Any tuition waiver application submitted after this date will be rejected.

IV. Financial Implications of Tuition Waiver

- The tuition waiver applies only to tuition. It does not include required special course fees, other special fees required for a course, travel expenses or other fees associated with study abroad courses, and textbooks or supplies.
- For undergraduate courses, the value of the tuition waiver is equal to the tuition rate for undergraduate courses for the semester the tuition waiver is applied, 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).
- For graduate and doctoral courses, the value of the tuition waiver is equal to the tuition rate for traditional on-campus, non-online, delivery. Any remaining balance for tuition and/or fees is the responsibility of the individual enrolled in the course(s).
- Employee/Spouse/Sponsored Dependent/Dependent 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.

- 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 prorated 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.

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 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). Under the tuition waiver benefit, an Eligible Employee may use only six (6) credit hours per semester regardless of the source of waiver benefit.
- 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).

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

Interpreting Authority

Executive Director of Human Resources and Institutional Equity

Policy Adoption Review and Approval

Policy Revision

| <u>Date</u> | <u>Entity</u> | <u>Action</u> |
|------------------|---------------------------------------|---------------------|
| 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 |

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| March 14, 2015 | Staff Council | Approved |
| September 18, 2013 | President | Approved Interim Basis |
| August 3, 2002 | Board of Regents | Approved* |

Policy Issued

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| August 3, 1972 | Board of Regents | Adopted |