

MSU Billings  
~~Personnel~~ Administrative Services Policies and Procedures

Subject: Human Resources  
Policy: Staff, Faculty, and Dependent Tuition Waivers  
Policy Number: 402.4  
Effective Date: \_\_\_\_\_  
Review Date: Three (3) Years from Effective Date Above  
Responsible Party: Montana State University Billings Human Resources/ Financial Aid  
Applicability: This policy applies to employees who meet the eligibility criteria

1. INTRODUCTION AND PURPOSE

~~Faculty/staff tuition waivers shall be granted in accordance with the Board of Regents policy and campus procedures.~~ This policy implements the policies of the Board of Regents that grant eligible employees and their dependents a tuition waiver for classes within the Montana University System.

2. TUITION WAIVER FOR FACULTY/STAFF

Under the terms of Board of Regents Policy 940.13, eligible employees employed at 0.75 FTE or more for the entire period of the proposed enrollment are eligible for a waiver of resident tuition. Employees employed at a minimum of 0.75 FTE for the entire academic year, and who will be reemployed for the following academic year, are eligible for a tuition waiver during the intervening summer term.

- a. MSU Billings adopts no limits on the number of credits taken per semester with the approval of the employee's supervisor and applicable director/dean. If any employee takes a course that is offered only during regularly scheduled work hours, the employee must either take annual leave for class attendance or make up the time absent from work as approved by the supervisor. Employees eligible for overtime must make up time absent from work in a manner that will not result in overtime compensation.
- b. At MSU Billings' discretion, the following mandatory fees are waived for employees: Activity Fee, Recreational Activity Fee, Health Services Fee, Athletic Fee, Library Fee.

3. TUITION WAIVER FOR DEPENDENTS

Employees employed at 0.75 FTE after 120 calendar days are eligible for a waiver of 50% of residential tuition for their dependents, under the terms of Board of Regents Policy 940.32.

4. LIMITATIONS

Retroactive requests for waivers will not be accepted. Employees who use a tuition waiver for themselves are eligible for only one Dependent Waiver during the same academic term. This waiver does not apply to non-credit, continuing education, or other self-supporting courses. Employee waivers apply to undergraduate and graduate courses, tuition and fees listed above in 2b will be waived. Dependent Waivers apply to undergraduate courses only, and only tuition will be waived.