

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. ELIGIBILITY

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.

3. TUITION WAIVERS FOR EMPLOYEES

a. Staff

With the permission of the employee's supervisor and the director/ dean, employees (0.75 FTE or more) may take courses for undergraduate or graduate credit and receive a tuition waiver for up to six (6) credits per semester of resident tuition only. 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.

b. Faculty

Faculty members (0.75 FTE or more) are eligible for the tuition waiver and may register for up to six (6) credits (undergraduate or graduate) per semester of resident tuition only with the approval of the faculty member's department chair and the dean of the college(s).

4. TUITION WAIVER FOR DEPENDENTS

Employees who have been employed at least 0.75 FTE after 120 calendar days are eligible for a partial tuition waiver for their dependents as outlined under BOR Policy 940.32. Eligibility begins at the start of the first full academic semester or summer session that follows the 120-day waiting period. Up to two (2) dependents may utilize the dependent tuition waiver simultaneously in an academic term. Employees who utilize the faculty and staff waiver and the dependent waiver simultaneously are eligible for a single (one) dependent waiver during the same academic term. Employees must be employed at

least 0.75 FTE during the entire academic term (e.g. semester or summer session) in which a dependent utilizes the waiver to receive the benefit of the waiver. A dependent includes the employee's spouse or adult dependent as defined in the MUS Employee Benefits Plan, and financially dependent children as defined by the Internal Revenue Code, who are unmarried and under age 25. This benefit shall apply to employees included in a collective bargaining unit only after it has been incorporated in a ratified collective bargaining agreement.

The tuition waiver benefit for dependents shall be for 50% of the residential tuition. In no case may registration, course fees, or any other mandatory or miscellaneous fees be waived. Dependents may utilize the tuition waiver benefit to take courses at a two-year college that is affiliated with either Montana State University or the University of Montana or to obtain a first baccalaureate degree or in any other two-year or certificate programs at any unit affiliated with either Montana State University or the University of Montana. Dependents may not use the tuition waiver benefit to attend law school or obtain a graduate degree.

5. 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. Dependent Waivers apply to undergraduate courses only. Under this policy, only tuition will be waived. No fees, including mandatory fees, program fees, or any other charges will be waived for employees under this policy.