

Benefits and Leaves: Tuition Waiver

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| Subject: | Human Resources |
| Policy: | Tuition Waivers |
| Effective Date: | January 2021 |
| Review Date: | Three (3) years from Effective Date above |
| Responsible Party: | University Human Resources/Financial Aid |
| Applicability: | This policy applies to employees who meet the eligibility criteria |

1. INTRODUCTION AND PURPOSE

This policy implements the policies of the Board of Regents that grant eligible employees and their dependents a tuition waiver for university classes.

2. ELIGIBILITY

Under the terms of [Board of Regents Policy 940.13\(5\)](#) 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. For purposes of this policy, the following categories of employees are eligible for the tuition waiver: classified employees who have completed their probationary period, tenured and tenure track faculty, non-tenure track faculty, and contract employees during their contract term. See, [Employee Categories](#).

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. Non-Faculty Employees

With the permission of the employee's supervisor and the director/dean, employees 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 an 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 per semester with the approval of the faculty member's supervisor and the dean of the college(s) in which the faculty member is employed.

4. DEPENDENT WAIVER

Employees who have been employed at least 3/4 time (0.75 FTE) for five (5) or more consecutive years are eligible for a partial tuition waiver for their dependents as outlined under [BOR Policy 940.32](#). 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.

5. LIMITATIONS

Retroactive requests for waivers will not be accepted. Employees who use a tuition waiver for themselves are not eligible for a Dependent Waiver during the same academic term. This waiver does not apply to self-supporting courses offered by Extended University. Under this policy, only tuition will be waived. No fees, including mandatory, program fees, or any other charges will be waived for employees under this policy.