

## **Educational Assistance/Tuition Waiver Policy**

### **Eligibility**

All full-time, regular employees of the University, their spouses and dependent children (per IRS regulations) are eligible for a tuition waiver. *Children* are defined as natural, adoptive or stepchildren, or individuals under legal guardianship. Eligibility for the tuition waiver benefit begins the semester following the first day of employment for both the employee and their eligible family members. No waiver eligibility will be retroactive to any semester/session enrolled prior to the eligibility date.

If an eligible regular employee dies or becomes disabled while in service to the University, or retires with at least 15 years of service and being over the age of 55, the employee, his or her spouse and children will be eligible for the Educational Assistance/Tuition Waiver as if the employee had remained in full service. This benefit will be extended to employees, spouses and children wishing to enroll in undergraduate and some graduate courses, with no restriction to age.

### **Criteria for Course Placement**

Tuition waiver students shall not count toward the target minimums required to make a class. If a class does not make, it may be cancelled. Tuition paying students shall have placement priority in courses at maximum enrollment capacity.

When there are limited seats available for tuition waiver students, the following criteria shall be used to determine which tuition waiver applicants will be placed in available courses. These criteria are listed in order of priority, the University shall apply them sequentially:

1. Employee or employee's spouse or child who have completed 75% or more of their program based on full-time status of the semester/session.
  - a. Years of service
  - b. Date of application submission to the Office of Human Resources
2. Full-time employee
  - a. Years of service
  - b. Date of application submission to the Office of Human Resources
3. Part-time employee
  - a. Years of service
  - b. Date of application submission to the Office of Human Resources
4. Employee's spouse or child
  - a. Years of service
  - b. Date of application submission to the Office of Human Resources

Tuition waiver applicants who are already students in a Texas Wesleyan University degree program prior to employment may have the highest course placement priority.

### **Procedures for Obtaining Tuition Waiver Benefit**

All eligible candidates wishing to take advantage of the tuition waiver benefit must complete the following requirements:

1. Complete and submit an application for admission and all other documentation required by the Office of Admission and/or Financial Aid, by a designated date and be admitted. The candidate must qualify for acceptance. Applicants must be accepted for admission to the University prior to submitting the Texas Wesleyan Employee Tuition Waiver Application Request Form.
2. Once admitted, complete the Texas Wesleyan Employee Tuition Waiver Application Request Form (with appropriate signatures) and submit it to the Office of Human Resources by the designated deadline. A tuition waiver for a spouse or child requires the student's signature of the FERPA authorization release. A new waiver will be required each new term.
3. Recommended completion and submission of the Free Application for Federal Student Aid (FAFSA). Forms and information on timelines are available in the Office of Financial Aid. FAFSA completion is not required.
4. Arrange for payment of fees with the Business Office to ensure balance is paid by the end of the semester/session.

### **Additional Requirements**

Continuance of the tuition waiver benefit requires compliance to the academic standards as outlined under "Financial Aid Eligibility" in the current catalog.

Tuition waiver applicants who qualify and receive state, institutional or other outside awards, unless otherwise stipulated, shall have those awards applied to tuition costs. Students eligible to receive the Federal Pell Grant may use this form of aid for costs beyond tuition.

Employees granted a tuition waiver are required to pay for all fees associated with admission and enrollment and any other fees not considered as "tuition". The University shall

not incur any expenses on behalf of the employee, spouse or child, including tuition payments made to a third-party. The employee must pay all third-party charges.

Graduate tuition waiver benefits may be limited and are taxable to the employee.

Any employee with a delinquent or past due unpaid balance owed the University will result in the suspension or revocation of the tuition waiver benefit until the balance is paid in full. A signed payroll deduction agreement form is required for delinquent accounts. Collection action may be taken against employees who have outstanding balances associated with tuition waivers for themselves and/or their eligible family members.

### **Policies, Procedures and Restrictions**

Supervisory approval is required for tuition waiver applications.

All tuition waiver approval forms for employees and their spouse or children must be fully completed & submitted to the Office of Human Resources 14 business days prior to the beginning of each semester. Waiver forms that are received by the Office of Human Resources after the deadline may not be processed and no waiver granted for that semester. The Office of Human Resources has final approval on waiver eligibility.

Regular, part-time, non-student employees (faculty or staff) are eligible for the tuition waiver. The amount of the waiver will be pro-rated to the number of regular hours they work each week. Thirty (30) or more hours per week is considered full-time employment. Part-time employee's children and/or spouses are not eligible for the tuition waiver. Part-time employees may only take classes during non-scheduled working hours.

Upon supervisory approval, eligible employees may take only one face to face course per semester/session any exceptions must be approved by the appropriate Vice President and Human Resources. Based on the needs of the department, supervisors may deny requests to attend class during normal working hours. Employees shall not be excused from work in order to attend online courses.

Eligible employees are limited to six (6) credit hours per semester/session with supervisory approval. Other eligible family members may attend full-time.

Employee Benefit: 100% waiver for undergraduate and master's level courses up to six (6) hours per semester/session.

Spouse's Benefit: 100% waiver for undergraduate and master's level courses.

Children's Benefit: 100% waiver for undergraduate and master's level courses.

Tuition for nurse anesthesia, doctoral and MFT programs are waived at 50% for employees

and 25% for eligible family members.

Employees who enroll in the nurse anesthesia, MFT, doctoral or online MBA programs are allowed to meet the minimum number of credit hours per semester/session as required by the program.

Any changes to procedures will be communicated with employees within a reasonable time period.

### **Loss of Waiver**

In the event an eligible employee or employee family member is registered and using the tuition waiver and the employee is terminated for misconduct or poor performance, the waiver shall be immediately revoked and the employee will have the option of paying all tuition and fees in order to complete the semester or may withdraw from the University by following normal withdrawal procedures.

If an employee resigns, with or without notice, or is terminated for any reason (other than misconduct or poor performance) prior to 45 calendar days from the day classes began for the spring and fall semesters as listed in the current University catalog, the tuition waiver is revoked and the employee or employee family member must follow the same procedure as previously stated. If the termination occurs following that date, the employee or employee family member shall be allowed to complete the semester without revocation of the tuition waiver. If summer classes have begun before the resignation, the tuition waiver shall not be revoked for that summer session.

If an employee resigns and does not provide a two (2) week notice or an employment contract is breached, the benefit is revoked immediately.

Employees are responsible for payment of all other fees for themselves, their spouse and children. The tuition waiver will be revoked for delinquent accounts. Delinquent accounts are subject to payroll deduction.

Failure to comply with tuition waiver policies and procedures may result in the revocation of this benefit for the employee and eligible family members.

### **Revision or Termination of Benefit**

This benefit may be revised or discontinued at the end of any semester/session at the University's sole discretion. Under no circumstance shall it constitute a continuing obligation of the University.