

Policy 6.0

Area: Board of Trustees

*Original signature is on file in
Administration and Finance*

Adopted: November 7, 2014

Certified by _____
Cynthia Jackson-Hammond
President, Central State University

Revisions Adopted:

SUBJECT: Employee Waiver of Tuition

Effective: Fall 2015

Statement of Policy

The university allows employees to enroll in university courses and / or degree-granting programs, and provides tuition assistance pursuant to the procedure below.

Procedure

- I. Eligibility**
 - A. Eligibility for waiver of tuition is effective for the term starting after the first full year of employment.
 - B. Employee must have permanent full-time status for the duration of their enrollment and are permitted to take courses not to exceed six credit hours per term. (Summer A & Summer B will be combined to equal one term).
 - C. Tuition waiver is only available for undergraduate courses. Graduate courses are not included in the tuition waiver policy.
- II. Credit Hour Maximum**
 - A. The University will provide tuition waiver for up to six credit hours of coursework per academic term.
 - B. Employees will be eligible for a maximum of seven (7) terms. (Summer A and Summer B will be combined to equal one term.)
- III. Course Scheduling**
 - A. Scheduled class time and course work should not interfere with the performance of job duties and responsibilities. Job performance is determined by the supervisor.
 - B. Requests to take courses during regularly-schedule work hours must be approved in writing by the supervisor and employing department head prior to registration. An Employee Student Approval Form showing the dates and times of courses, must be approved by the supervisor.

Vacation, flextime, unpaid leave, and/or compensatory time (for nonexempt staff) must be used for missed work hours.

- C. Staff members subject to a Collective Bargaining Agreement must obtain written approval of the applicable union stating that the flextime schedule does not violate the Collective Bargaining Agreement.

IV. Responsibility of Fees

- A. Employees are responsible for all fees associated with enrollment.

V. Payroll Taxes

- A. Payroll taxes assessed on tuition assistance will be withheld from employee's paychecks as required by federal law.
- B. Payroll taxes are withheld in full from the paycheck the month directly following when the tax liability accrues.

VI. Loss of Tuition Assistance and Corrective Action

- A. Employees who enroll in more than six credit hours per term without supervisor approval will lose the tuition waiver benefit and will be required to pay the full amount of tuition and fees for the identified term. Supervisor's approval must be designated in writing on the Request for Waiver of Tuition form. Payment for approved credits exceeding six hours will be the responsibility of the employee. The Bursars office will verify the staff member's enrollment status as identified in the 14th day report generated by the Office of the University Registrar.
- B. Employees must reimburse the University for the full tuition for courses that are not completed or completed with a grade below a C or equivalent. For purposes of this policy a grade of "S" or "P" is the equivalent of a "C" or above.
- C. In the term that the tuition benefit is lost, the tuition assistance will be reversed and the employee is responsible for tuition incurred for that term of enrollment. The employee will have thirty (30) days to repay the full amount of owed tuition.
- D. Approval for the payment of tuition from the employee's paycheck must be indicated on the Request for Waiver of Tuition form. Any employee who does not provide approval for the deductions must pay in advance for all courses taken and file for reimbursement from the University after successful completion of the eligible credits with a grade of C or higher.
- E. Employees who owe a balance to the University or are on academic probation shall lose eligibility for this benefit until good academic standing is restored or the balance owed is paid.
- F. The staff member may also be subject to corrective action, up to and including termination for failure to follow the policy or for any attempts to manipulate the intent.

VII. Process

- A. An application for employee waiver of tuition may be obtained from the Central State University website or the Office of the Registrar.
- B. The application must be properly completed and contain the appropriate approvals.
- C. The application must be submitted and approved prior to the end of registration for classes. No application for the employee waiver of tuition will be approved after the registration period has ended.
- D. The prospective student will submit the appropriate copy of the application to the Cash Management Office.

VIII. Responsibilities

- A. The Office of Human Resources is responsible for verification of employment.
- B. The Office of Budget and Financial Reporting is responsible for the necessary budgeting of employee waiver of tuition.
- C. The Office of Cash Management is responsible for the proper crediting of the identified student accounts receivable.
- D. The Employee is responsible for the following:
 - 1) Ensure that performance and fulfillment of job duties are not compromised because of course enrollment.
 - 2) Meet all job responsibilities and performance expectations associated with their position.
 - 3) Obtain approval from the supervisor prior to scheduling courses if requesting to take courses during regularly scheduled work hours (address schedule options and if a flexible work schedule can be devised).
- E. The Supervisor timely reviews and approves as appropriate the request for course enrollment during regularly scheduled work hours and reviews all other related forms submitted by employees.
- F. The Registrar will verify grades and notify cash management and the employee of any course that does not qualify for tuition waiver prior to the start of the next semester.

This Policy is subject to change without notice.