



SUBJECT: EDUCATION BENEFITS

- I. PURPOSE: To encourage and facilitate enrollment in university coursework.
- II. POLICY:
 - A. Group 1--Benefit Eligible Employees
 1. A benefit eligible* employee who is employed at 0.75 FTE or greater, qualifies for a tuition waiver, as does his/her spouse. Institutional student fees, as outlined in the University catalog, are waived when taking nine (9) or fewer credit hours per semester but are required for those taking more than nine (9) credit hours per semester.
 2. This waiver program is available for all educational and general SUU credit courses including summer school and night school offerings. Non-credit or self-support classes are subject to all non-credit or self-support fees.
 3. Employees with the appropriate arrangement with the department head or immediate supervisor may make application to enter into academic work, up to six (6) clock hours of work in a work week period during the employees' regular working day hours, arranged so as not to interfere with his/her contractual agreement and obligation to the University.
 - a. If the course is specifically related to the improvement of job performance (as determined by the employee, the supervisor, and/or intermediate supervisor), three (3) clock hours of work per week may be taken on a released-time basis, and the employee will not be expected to make up the time.
 - b. Anything not covered by "a" above requires the released time to be made up or compensation adjusted as approved by the supervisor.
 - c. Employees may, with the approval of their supervisor, use their lunch hour or time before and after their regular working day hours to make up released time. "Break time" may not count as an offset against released time or made up time.

All such applications must be approved by the President, Vice-President, or dean; in addition to the immediate supervisor.



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4. The application and authorization for tuition waiver form must be obtained by the person receiving the waiver and appropriately signed and submitted to Human Resources prior to the beginning of each semester.
5. An employee (and his/her spouse) who has formally retired at the age of 65 (normal retirement age) or older who was holding a position under full-time "contract" for nine (9) months or more at the time of retirement is eligible for tuition waiver under the provisions of this policy.
6. Half tuition waivers are available to unmarried dependent children under 27 years of age of full-time employees currently under "contract" for nine (9) or more months.
 - a. Eligibility and approval will be determined by Human Resources.
 - b. Application must be made in accordance with paragraph four.
7. Eligibility for all waivers is determined as of the first day of the term, not at the time the application is submitted.

B. Group 2--Half-time Benefit Eligible Employees

Half-time benefit eligible* employees who are less than 0.75 FTE and greater than 0.50 FTE are eligible to receive a tuition and institutional student fee waiver for six (6) or fewer credit hours per semester. Classes must be taken outside of normal working hours.

C. Group 3--Adjunct Faculty

Adjunct faculty employees teaching part-time are eligible to receive a tuition and institutional student fee waiver for three (3) or fewer credit hours per semester in which they teach.

*Benefit Eligible employees refer to individuals that are eligible for University fringe benefits (medical insurance, life insurance, long-term disability, retirement, leave accruals, etc.).