
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

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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