

SUBPART 6-10
TUITION BENEFITS

Sec. 6-1001. Tuition Benefits Program.

1. The University offers two tuition benefit program options: one that complies with IRS code, Section 117 and one that complies with IRS Code 127.
2. Full-time employees may take up to nine (9) credit hours of undergraduate or graduate class work per semester at the University, not to exceed twenty-four (24) credit hours per calendar year.
3. Tuition charges for such courses will be waived and/or reimbursed as appropriate, provided that the employee is an eligible full-time employee on the first day of the semester. The waiver extends only to tuition costs that exceed the amount of any financial assistance, fellowships, or scholarships, and does not include other fees, books, etc.
4. Full-time, non-bargaining unit administrative and support personnel who are laid off or whose workload is reduced from full-time to part-time shall be eligible for tuition waiver benefits up to twenty-four (24) University credit hours. All waivers under this subsection must be used within one (1) year of the effective lay-off date or time reduction date, and in such cases the limit of nine (9) credit hours per semester shall be waived.
5. The spouse and/or dependents of an employee who is eligible for tuition waiver benefits may receive the choice of (1) the transfer of all or the available balance of the eligible employee's nine (9) credit hours, or (2) a 30% waiver of the cost of tuition charges at the University each semester.
6. In the event that both spouses are eligible employees, in no event shall more than 60% of the tuition charges be waived nor more than eighteen (18) credit hours be transferred for a spouse or dependent per semester.
7. The President, or his or her designee, shall develop policy and procedures regarding the accumulation, use, and other administrative considerations of this benefit.
8. The Tuition Benefits Program can be used to take courses at Kendall College of Art and Design, up to a maximum value of \$1,620 per semester.

Cross Reference:

Sec. 6-001. Definitions.

Human Resources Policies and Procedures, *Tuition Benefits Program*

Prior Board Action:

Entire Subpart 6-10 included in October 19, 2001 Codification, Phase I.

Entire Subpart 6-10 included in October 22, 2004 Codification, Phase II.

March 24, 2006.

May 10, 2013.