

## Policy 7.0

**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:**

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**SUBJECT: Dependent(s) of Employee Waiver of Tuition Policy**

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*Effective Fall 2015*

### **Statement of Policy**

As a benefit, the University offers tuition waiver for the dependents of faculty and staff pursuant to the procedures below.

### **Procedure**

#### **I. Eligibility**

- A. A dependent of an employee is eligible for waiver of tuition for full time enrollment. A dependent is defined as a child (natural or adopted) who is between the ages of 16 and 21 at the time of enrollment each academic year.
- B. Eligibility for waiver of tuition is effective for the term starting after the first full year of the parent's employment.
- C. The dependent is eligible for tuition waiver only when the parent is a continuing full-time employee of the University.
- D. A dependent who is attending the University and who is otherwise eligible remains eligible for continuation of tuition waiver to the limit of the policy in the event of the death of a parent who is a full time employee.

#### **II. Credit Hour Maximum**

- A. Dependents are eligible for tuition waiver for up to 12 credit hours per semester for eight consecutive semesters. The tuition waiver does not cover any courses enrolled in beyond 12 credits per semester.
- B. Summer courses are not eligible for tuition waiver.
- C. Graduate courses are not eligible for tuition waiver.

### **III. Responsibility of Fees**

- A. Employee or dependent is responsible for all fees associated with enrollment.

### **IV. Loss of Tuition Waiver and Corrective Action**

- A. Dependents of employees who fail to complete a course or fail to earn a grade of C or better in a course will be responsible for the repayment of the tuition benefit received for the affected course(s). Tuition owed will be calculated in the same way as students who do not qualify for this benefit and will be placed on the dependent's account for payment. The student will not be eligible for any further tuition waiver benefit until all balances are paid in full. For purposes of this policy a grade of "S" or "P" is the equivalent of a grade of "C" or above.
- B. Dependents, who owe a balance that exceeds the threshold determined by the University, are on academic probation or fail to make satisfactory academic progress, shall lose eligibility for this benefit.

### **V. Process**

- A. An application for dependent waiver of tuition must be obtained from the Central State University website or the Office of the Registrar.
- B. The application must be properly completed and contains the appropriate approvals.
- C. The application must be submitted and approved prior to the end of registration for classes. No application for the dependent waiver of tuition will be approved after the registration period has ended.
- D. The prospective student will give the appropriate copy of the application to the Cash Management Office.
- E. Application for waiver of tuition will not be considered until the filing of the FAFSA (Free Application for Federal Student Aid) by the dependent is completed. Tuition Waiver will be applied after all grants are applied to the account.

### **VI. Responsibilities**

- A. The Office of Human Resources is responsible for verification of employment and/or dependency requirements.
- B. The Office of Budget and Financial Reporting is responsible for the necessary budgeting of dependent 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 any tax liability that is assessed as a result of the dependent tuition waiver. Any liability assessed will be withheld from the employee's paycheck as required by federal law. Payroll taxes are withheld in full from the paycheck the month directly following when the tax liability accrues

- E. 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 revisions without notice.**