



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

ELIGIBILITY:

Those eligible for tuition assistance include regular full-time employees of: 1) MSU, and 2) the U.S. Army assigned to the DMS. In addition, dependents of MSU faculty and staff members are eligible for tuition assistance. An eligible dependent is defined as a spouse; or an unmarried son, daughter, step-son, or step-daughter less than 24 years of age by the beginning of the term for which the waiver is requested.

To receive benefits under this policy, the employee or dependent shall be required to maintain a minimum GPA of 2.0 at MSU and must otherwise be in good standing with the University.

Retirees from MSU returning to employment under PG-57, Retired Faculty and Staff Re-employment Program and UAR 334.03, Phased Retirement Plan, may have tuition waived subject to the limitations contained in PG-57 and UAR 334.03. See these policies relating to limited tuition waiver assistance.

EMPLOYEE BENEFIT:

All employees listed above may take up to a maximum of six (6) credit hours each academic term (fall, winter, spring, and summer sessions) not to exceed a total of eighteen (18) hours per academic year. Summer term includes all summer sessions combined. The tuition charges for the credit hours taken shall be waived by the University. Unused credit hours for any semester or term may not be carried forward to future terms.

The waiver is for tuition charged by MSU only and does not cover other course costs (books, course fees, mandatory fees, private lessons, tutoring, drop/add fees, course materials, etc.). The waiver also does not apply to non-credit bearing courses, courses offered through overseas programs, or audited courses.

A request for tuition waiver will be made on a Tuition Waiver Form and must be approved by the employee's supervisor and appropriate vice president (or President in areas without a vice president). The form shall be presented to the Office of Financial Aid no later than August 1 for the Fall term, December 1 for the Winter term, January 2 for the Spring term, and May 1 for any summer term. Should any of these dates fall on a weekend or holiday, the form is due on the following workday.

Individuals who commence regular, full-time employment after the applicable dates above, but before the first day of classes for the term, must submit the form prior to the last day to add a class.

Tuition waivers will be credited to the employee's/student's account and shall be included as a resource for the determination of eligibility for any other types of aid. Students whose tuition is paid by other tuition specific scholarships or awards may not receive this waiver. Should the application of the tuition waiver benefit to the employee's/student's account result in an overpayment, the overpayment shall not be refundable to the employee/student.

COURSES DURING WORK HOURS:

Permission may be granted by the employee's supervisor upon written request to take a maximum of one (1) course per term during assigned work hours. If permission is granted to take a class during working hours, the employee's work schedule will be adjusted to make up the work time missed while in class. The additional courses that can be taken by an

APPROVED BY:

VICE PRESIDENT: *Jerusa Lindgren* DATE: 11/16/18

APPROPRIATE INSTITUTIONAL REVIEW: *David Nally* DATE: 11/16/18

PRESIDENT: *Joseph Morgan* DATE: 11/16/18

DESCRIPTION (CONTINUED):