

**SUBJECT:** 400 Human Resources

**Policy:** 404.5 Tuition Fee Waiver

**Effective:**

**Revised:**

**Reviewed:** December 2014

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Reference: MUS [940.13](#); [IRC 117\(d\)\(1986\)](#); Collective Bargaining Agreements

Tuition Fee Waiver for Montana University System Courses

***College Employees:***

College employees who are employed at least three-quarter time (.75 FTE) for the entire period of enrollment are eligible for a waiver of resident tuition. For purposes of this policy, the following categories of employees are eligible for the tuition waiver: classified employees who have completed the probationary period, tenure and tenure track faculty, non-tenure track faculty and contract professional employees during their contract term. Employees employed at least  $\frac{3}{4}$  time for the entire academic year who will be reemployed for the following academic year are eligible for a tuition waiver during the intervening summer term. Probationary classified employees, student, temporary, seasonal or fixed term employees are not eligible to receive a Faculty and Staff Tuition Waiver.

With the permission of the employee's supervisor and appropriate Executive Team member, employees may take courses for undergraduate or graduate credit and receive a tuition waiver for up to six (6) credits of resident tuition only. If an employee takes a course that is offered only during regularly scheduled work hours, the employee must take annual leave or approved leave without pay for all hours absent from the regular work schedule or make up the time absent from work.

Retroactive requests for waivers will not be accepted. Employees who use this waiver are not eligible for a Dependent Waiver during the same academic term. The waiver does not apply to non-credit, continuing education or other self-supporting courses. Applications for fee waivers are available through the Financial Aid Office. Employment is verified by Human Resources and forwarded as required.

Under this policy, only tuition will be waived. No fees, including mandatory, program fees or any other charges will be waived for employees under this policy.

***Dependents of College Employees:***

College Employees may be eligible for a partial tuition waiver benefit for their dependents subject to the following conditions: Employees must have completed five (5) years of employment at  $\frac{3}{4}$  (.75) time or more without a break in service as of the first day of the academic term in order to be eligible for the dependent tuition waiver benefit. Employees who utilize the faculty and staff tuition waiver are not eligible for a dependent partial tuition waiver during the same academic term. For each qualifying employee, only one dependent may utilize a dependent partial tuition waiver in an academic term. An eligible dependent includes the employee's spouse and any child who is claimed as a dependent for federal tax purposes during the calendar year that includes the first day of the semester for which the tuition waiver is utilized who is unmarried and under the age of 25. Documentation that a dependent has been claimed in the tax year the benefit is used may be required to determine eligibility, for audit purposes or in cases of suspected misuse. The dependent tuition waiver benefit is 50% of the residential tuition. Registration, course fees, and any other mandatory or miscellaneous fees will not be waived. The dependent waiver may be used at a college of technology or to obtain a first undergraduate degree. The waiver cannot be used to attend law school or obtain a graduate degree.



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