

4.2 EMPLOYEE TUITION WAIVER POLICY/PROCEDURES (Revised April 2005)

For eligible Radford University employees, tuition and fees may be waived for one course (up to four credit hours) taken at Radford University each semester or summer session in which they are employed.

Eligibility: The following employees of Radford University are eligible for the waiver of tuition program:

- Full-time, salaried employees
- Part-time teaching faculty
- Part-time administrative/professional faculty
- “1,500-hour” wage employees

Admission: An employee must obtain student status by applying to the Admissions Office or the College of Graduate and Extended Education.

Availability: An employee may not be enrolled in any course where such enrollment would result in the displacement of a regularly enrolled student.

Audit: Auditing a course is allowed. The audit form, which requires signatory approvals, is available in the Registrar’s Office.

Policies: An employee must follow current academic and registration policies regarding grades and credit, auditing courses, withdrawal procedures, completing a degree, etc. For further information, contact the Registrar’s Office.

Job-relatedness: An employee may take classes that are not job-related or part of a job-related degree program.

Missed Work Time: An employee must make up any time used to attend classes during regular working hours. The employee’s immediate supervisor must verify that work time missed to take a class has been made up.

Taxability: Current taxability guidelines can be found at <http://www.radford.edu/~finrept/newpage12.htm>.

Request Procedure: An employee must complete the *Employee Tuition Waiver Request Form (PR17)*, obtain signatory approvals, and route the form to Human Resources. Human Resources will notify the employee when the request form is approved, keep the original request form, and forward a copy to the Student Accounts Office.

Registration: An employee must register for classes approved through tuition waiver only on specified dates and times during the schedule adjustment period. Additional information on registering for classes may be obtained from the Registrar’s Office.

RADFORD UNIVERSITY EMPLOYEE TUITION WAIVER REQUEST

Name _____ Work Phone _____ RU ID# _____

Job Title _____ Department _____ P.O. Box _____

Request for 20 _____ Fall Spring Maymester Summer I Summer II Summer III

Index Number _____ Course Abbreviation and Number (i.e., ACTG 203) _____

Title _____ Class Schedule _____

Are you taking this course for credit? Yes No If yes, how many credits? _____

RU student status: Undergraduate Graduate Non-Degree-Seeking

Name of degree program, if applicable: _____

If you are a non-degree-seeking employee taking a job-related graduate course, please explain job relatedness.

I request waiver of tuition for the above course and certify I have read, understand and qualify under the policy governing this request.

Signed _____ **Date** _____
Employee

The scheduling of this course will not significantly interrupt or impede the normal work schedule of this department. This employee has made up the time used to attend the last class which he/she took under this policy. I have discussed with this employee how he/she will make up missed work time to attend class this semester. Furthermore, if this class is both graduate-level and job-related, the justification which has been provided by the employee is appropriate. This employee has my approval to take this class.

Signed _____ **Date** _____
Supervisor

Signed _____ **Date** _____
Department Head

Approved Disapproved

HUMAN RESOURCES USE ONLY

The faculty/staff member named in this request meets the qualifications for this tuition waiver.

Comments _____

Signed _____ **Date** _____
Authorized Human Resources Official

Cannot register for classes using tuition waiver until the first day of classes.