

<b>Policy Title: Employee Tuition Waiver Policy</b>	<b>Effective Date: 8/15/2019</b>
<b>Policy Number: HR-PO-1404</b>	<b>Date of Last Review: 12/1/2022</b>
<b>Oversight Department: Department of Human Resources</b>	<b>Next Review Date: 12/1/2025</b>

## 1. PURPOSE

The *Employee Tuition Waiver Policy* for Radford University (University) provides eligibility and other requirements as well as related procedures in support of the Employee Tuition Waiver Program (program) provided to eligible employees of the University.

## 2. APPLICABILITY

The *Employee Tuition Waiver Policy* applies to eligible employees as defined by this policy.

## 3. DEFINITIONS

**“1500-hour” Wage Employee:** Persons employed in ongoing wage positions and assigned a wage position number in the Banner Human Resources module. This category of wage employment does not include student employees, graduate assistants, or other wage employees designated as temporary.

**Eligible Employee:** Any person employed by the University who meets the eligibility criteria for the Employee Tuition Waiver Program as defined in Section 4.B. of this policy.

**Intersession:** Academic terms that typically vary in length and provide a group of short-term, concentrated courses for credit during times when fall and spring terms are not in session. Examples include terms currently referred to as Wintermester, Maymester, Summer I, Summer II and Summer III.

## 4. POLICY

### A. General

1. The University is committed to supporting the personal and professional development of University employees.
2. In accordance with this policy, and upon appropriate approval, eligible employees are allowed to enroll at no cost in courses offered by the University to students.
3. Books, application fees, special course fees, or departmental fees are not covered under this program.

4. Eligible employees may not participate in the employee tuition waiver program in the same term in which a tuition reimbursement benefit is being provided. Questions regarding tuition reimbursement may be directed to the Department of Human Resources (Human Resources).
5. Eligible employees must follow all current academic and registration regulations, policies, and procedures that are applicable to students.
6. Eligible employees must apply for and be admitted as a student by the Office of Admissions or the College of Graduate Studies and Research prior to submitting an Employee Tuition Waiver Request Form.
7. Eligible employees may not enroll in any course where such enrollment would result in the displacement of students. Course enrollment limits will not be increased to allow for the enrollment of employees.
8. Eligible employees may audit a course.
9. Eligible employees may take courses that are not job-related or part of a job-related degree program. However, such courses should be taken outside of regular work hours. Exceptions may be granted at the supervisor's discretion.
10. When eligible employees are approved to take courses under this program during their regular work hours:
  - a. Employees must use personal leave or make up any missed work-time used to attend classes.
  - b. Supervisors must verify that employees have made up any missed work-time under this program.
  - c. Schedule adjustments for missed work-time must be made in the same work week and may not be deferred to a later week.
  - d. Absence from work to attend classes, whether taken under this program or paid for by the employee, must not exceed a total of four work hours per week, whether arranged for through personal leave or schedule adjustment, regardless of the number of courses taken per term.
11. An employee who separates employment for any reason while taking one or more courses under this program will be responsible for full payment of all tuition and associated fees. Exceptions may only be authorized by the written approval of the Vice President for Finance and Administration & Chief Financial Officer.

## **B. Eligibility**

The following employees are eligible for participation in the employee tuition waiver program:

1. Full-time employees are immediately eligible upon hire. However, if a full-time employee's employment start date is after the beginning of an academic term, the employee would be eligible only if their start date is prior to the last day to add/drop classes for that academic term (see [Academic Calendar](#)).

2. Current part-time classified and “1500-hour” wage employees are eligible for waiver of one term after 1,000 hours of continuous employment. After 2,000 hours of continuous employment, they are eligible for any number of terms as long as they are continuously employed.
3. Part-time teaching (adjunct) faculty during terms with active teaching assignments after having taught one complete term.

## **5. PROCEDURES**

### **A. Number of Allowable Credit Hours**

1. Eligible employees may request waiver of up to seven (7) credit hours (typically two (2) courses and one (1) laboratory) per fall and spring term.
2. Eligible employees may request waiver of up to seven (7) credit hours (typically two (2) courses and one (1) laboratory) during all intersession terms combined within a calendar year.
3. Eligible employees may request waiver of up to eighteen (18) credit hours within a 12-month period for courses offered by the Innovative Mobile Personalized Accelerated Competency Training (IMPACT) Lab certificate programs. IMPACT courses cannot be taken in conjunction with non-IMPACT courses.
4. No exceptions will be granted to the allowable credit hours specified above.

### **B. Application for Admissions**

1. Degree-seeking students must follow the normal application process through either the Admissions Office for undergraduate degrees, or through the College of Graduate Studies and Research for graduate degrees.
2. To apply as a non-degree seeking student, contact the Office of the Registrar.

### **C. Request for Approval of Tuition Waiver**

1. Eligible employees must complete and submit an Employee Tuition Waiver Request Form for each course for which tuition waiver is requested.
2. The Employee Tuition Waiver Request Form must then be submitted for appropriate signatory approval. Please be advised that sufficient lead time should be allowed to ensure that the fully approved Employee Tuition Waiver Request Form is received by Human Resources **prior** to the last day of the add/drop period for the applicable term.
3. Human Resources will notify the employee when the Employee Tuition Request Waiver Form is approved. Human Resources will keep the original and forward a copy to the Office of the Bursar.

### **D. Registering for Courses**

1. Employees must not register for courses in a term until they have received notification from Human Resources that the Employee Tuition Waiver Request Form has been fully approved.
2. Employees approved to take courses must register for courses only on specified dates and times during the designated add/drop period set by the Office of the Registrar.

3. Registering for a course under this program prior to the first day of classes will void any tuition waiver approved for the applicable term and the employee will be responsible for full payment of tuition and associated fees.
4. Additional information on registering for courses may be obtained from the Office of the Registrar.

#### **E. Tax Information**

1. Tuition waivers for undergraduate courses are not subject to tax reporting or withholding.
2. Tuition waivers for graduate courses are excludable from tax reporting and withholding up to \$5,250 annually. In such cases:
  - a. Amounts in excess of \$5,250 are subject to tax reporting and withholding and will be included in the employee's reportable taxable income with appropriate taxes withheld.
  - b. Departments will be charged the corresponding FICA tax at the time the tuition waiver is reported and processed in the employee's taxable income.

#### **6. EXCLUSIONS**

This policy does not apply to courses involving private vocal or instrumental instruction, or non-credit offerings.

#### **7. APPENDICES**

Appendix: [Employee Tuition Waiver Request Form](#)

#### **8. REFERENCES**

None

#### **9. INTERPRETATION**

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration & Chief Financial Officer.

#### **10. APPROVAL AND REVISIONS**

The *Employee Tuition Waiver Policy/Procedure* developed by the Department of Human Resources, and last revised in August 2012, was reviewed and revised for approval as a University-wide Policy. The newly revised *Employee Tuition Waiver Policy* was reviewed and approved by the President's Cabinet on June 25, 2019. President Hemphill signed the policy on June 25, 2019.

Revised effective August 24, 2022.

Revised effective December 1, 2022.

**For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.**