EDINBORO UNIVERSITY OF PENNSYLVANIA

TUITION WAIVERS FOR EMPLOYEES-Policy No. F013

Recommended for Approval By David M. O'Dessa, Vice President for Administration and Institutional Advancement

Approved By Foster F. Diebold, President on March 7, 1994

Review Date: As Required

INTENT

The intent of this policy is to reaffirm this university's commitment to educational opportunities for employees of this University, their spouses, and their dependents in accordance with university policy.

POLICY

It is the policy of Edinboro University of Pennsylvania to waive all or some tuition charges for employees, their dependent children, and the employee's spouse according to Collective Bargaining Agreements or to existing University policies. These are summarized on the attached matrix (Attachment A).

Tuition waivers also may be given to retired University employees, dependent children and spouse of retired University employees, surviving dependents of non-faculty employees with 3 years of service who die while in service, surviving dependents of tenured faculty members who die while in service, any non-faculty employee who becomes disabled while in service to the institution, and any tenured faculty member who becomes disabled while in service to the institution in accordance with the matrix.

For employee tuition waivers, the maximum number of hours that may be waived per academic semester or per summer is 6 credit hours; the maximum number of waivers that may be granted per year is 18 credit hours. No exceptions to these maximum waivers may be granted without special permission from the President. Any adjustments to an employee's regular work schedule to allow for enrollment in coursework shall require the expressed written recommendation of the employee's immediate superior and the approval of the appropriate Vice President.

If specific collective bargaining language is less restrictive, the collective bargaining language will be applicable.
**DEFINITIONS**

Unless otherwise defined in collective bargaining agreements, the following definitions will be used:

1. Full-time Employee - a non-faculty employee of the University whose regular work assignment is based on a minimum of a 37.5 hour work week or a faculty member who is contracted for a period of at least two consecutive academic semesters with a full academic load. Tuition waiver benefits for faculty members can occur only during the period that the faculty member is under contract with the University.
2. Regular Employee - a non-faculty employee of the University in a complement position hired with the intent of continued employment. For faculty, tenure-track or tenured positions are considered to be regular positions.
3. Spouse - the legal partner of a marriage contract or a partner who meets the legal definition of a Common Law marriage.
4. Dependent Child - an individual who is less than 25 years of age and who meets the legal definition of dependent status of the Internal Revenue Service.
5. Retired University employee - an employee of the University who, at time of severance, was employed in a regular, full-time position for a period of at least 10 years, with 10 years of credited service in a Pennsylvania-recognized retirement system.
6. Surviving Dependent - an individual who met the definition of dependent child at the time of the death of the employee.
7. Tenured Faculty Member - a member of the faculty who has been granted tenure status by Edinboro University.

**PROCEDURES**

1. Tuition Waiver cards (Attachment B) are obtainable from the Office of Records and Registration, the Admissions Office, the Office of Graduate Studies, and the Office of Human Resources.
2. The employee is responsible for the completion of the Tuition Waiver card and obtaining all of the required signatures.
3. The employee signature on the Tuition Waiver card certifies that the named student is either an employee, a legal spouse, a retiree, or a dependent child in accordance with the definitions included in this policy. The University reserves the right to require physical evidence of said dependency in the form of the employee’s most recent federal income tax return or such other documentation as the institution may deem acceptable.
4. The completed Tuition Waiver card must be presented at the Bursar's Office as a deferment for tuition charges.
Please contact Vice President Herbst’s office for copy of Attachment A.

Attachment B

Edinboro University of Pennsylvania - Tuition Fee Waiver Card

Part I - To be Completed by Student (PLEASE PRINT) Session_______________

Student Name __________________________________ SS# ______________

Status:

___Employee ___Dependent Child ___Spouse ___Senior Citizen ___Dependent of Retired/Deceased ___ Retiree

If your status is that of dependent child, show birthdate _______________.

Do you already possess a Bachelor's Degree? ___yes ___no

Classes attended this session are: ___Undergrad ___Graduate ___Special ___Audit

My signature below attests that all of the above information is true and accurate. I understand that I may be required to produce proof to verify the above information if I am audited by the University.

Student’s Signature

____________________________________________Date___________________

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Part II - To be completed by Employee/Retiree (PLEASE PRINT)

Employee/Retiree Name _____________________________ SS# ______________

Department_____________________________ App’t Date _______________

Retirement Date___________________

The above student is my: _______Spouse _______Dependent Child according to IRS Standards.

My signature below attests to the fact the above student is my dependent according to IRS standards for the year in which this waiver will be applied. I further understand that I may be required to produce proof to verify this information if I am audited by the University.
Employee's Signature

_____________________________________________________________

Date__________________

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* Part III - To be completed by Human Resources Office Staff

Status: ___Employee ___ Dependent Child ___Spouse ___Retiree ___Sr. Citizen

Amount of Waiver: ____Full ____3/4 ____1/2 ____1/4

Class: ____Undergraduate ____Graduate ____Special Student ____Audit

Authorized Signature: ____________________________________________

Date___________________

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OFFICIAL USE ONLY:

Remarks:

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