



Category
Approval
<b>POLICY: 2-45 Tuition Waiver</b>
LT Approved:
Effective Date:
Revised: 11/4/2024
Responsible Party: Vice President, People & Culture

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### **Tuition Waiver**

After completion of 90 days of continuous employment, current employees of the College and their immediate family members may have tuition up to 75% waived for credit course(s) taken at WSU Tech provided that the request for tuition waiver is submitted to and approved by the Vice President, People & Culture following the proper procedure and submitting the appropriate forms. The passthrough fees and other related expenses will not be waived. A tuition waiver will not be allowed for auditing a course. Certain high-cost courses are not eligible for the waiver program, please ask eligibility questions prior to submitting a waiver request.

Tuition waivers must be submitted between the enrollment period for the term in which the requested course is offered and the first day of class. Please go to Forms, HR Tuition Waiver to complete this task. <https://etcentral.wsutech.edu/#/form/100>

This benefit is for all current regular status fulltime and part-time employees who are actively working in the term of the class start and end dates. See below for specific requirements pertaining to employees by classification.

The employee tuition waiver serves as a last-dollar funding source and cannot be refunded for cash value. This means that all third-party payments, including external scholarships and grants will be applied before the employee tuition waiver. Please note that Federal Title IV grant funds are excluded from this policy.

We will not waive tuition for any class more than once, except when the course is repeatable and a required component of a program that must be taken more than once for degree completion. (For example: repeatable course where each attempt is counted for credit and prior attempts are not excluded as per standard college repeat process).

Current employees include full-time employees, part-time employees, faculty members, adjunct faculty members, and non-WSU Tech instructors teaching dual credit classes within area high schools. This benefit will also be offered to partnering high school representatives, who are not considered WSU Tech employees. Waived tuition and fees will be reported via form 1098T each year. Temporary employees are not eligible for the benefit. If a temporary employee is moved to regular status employment, time in job as a temporary employee will be counted towards the 90-day employment requirement for eligibility.

- **Part-time staff:** Must average 5 hours of work per week for eligibility.
- **Adjunct faculty:** Must be teaching in the current semester in which the waiver is requested and within the last three years, have taught for-credit classes for at least two semesters at WSU Tech. Summer waivers may only be considered for approval if the appropriate academic Dean verifies that the adjunct faculty member will again be teaching in the following school year.
- **High School instructors (dual credit):** Within the last three years, have taught for-credit classes for at least two semesters for WSU Tech. As long as the two-semester eligibility has been met, an instructor teaching a year-long class which enrolls in January will be eligible for the waiver during the previous fall semester. Summer waivers may only be considered if the appropriate academic Dean verifies that the instructor will be teaching again for WSU Tech in the next school year.
- **High School designated representatives (non-employee Counselors, Principals, etc):** Must be in a direct leadership role in a high school which has enrolled current high school students for WSU Tech credit for at least two semesters proceeding the semester in which the waiver is requested. Summer waivers will be considered only if the school will again enroll current high school students for WSU Tech college credit in the next school year.

Immediate family members as it pertains to this policy are defined as spouse and dependent child(ren), (benefit eligible) as defined by IRS regulation.

Students receiving the tuition waiver benefit must maintain a cumulative GPA of 2.0 in classes for which the tuition was waived to continue eligibility for the benefit.

To be eligible for this benefit, the employee must be in good standing. Good standing will be interpreted to mean that the employee has not had a final written warning or suspension issued in the last year (365 days). Additionally, the employee must not have received less than an overall "succeeding" rating (all critical elements were met) on the most recent employee performance evaluation.

Tuition waivers are provided contingent upon fulfillment of any employment agreement. Resignation prior to class completion, termination due to misconduct, or failure to fulfill an agreement will result in a cancellation of this waiver, and the full cost of tuition will be charged to the employee or student.

Supervisors may request that tuition and fees be waived for employees who enroll in WSU Tech courses that are materially needed to improve performance in the current WSU Tech job held by the employee. Such requests shall be submitted in writing with a statement of justification by the employee's Vice President or Executive Director, then submitted to the Vice President, People & Culture for approval or disapproval.

- If a class is REQUIRED for continued employment and approved for a non-exempt employee, class attendance will be accurately recorded and fully compensated as time worked. Any adjustments in the work time of the non-exempt employee will be managed by the supervisor to avoid added regular pay and to avoid added overtime pay.
- If REQUIRED for continued employment and approved for exempt employees, some or all of the time used to complete such a course may, at the discretion of the supervisor, replace time normally devoted to regular work.