



# Tuition Waiver Policy

NAME:	<b>Tuition Waiver Policy</b>
ISSUING DEPARTMENT	<b>VP Finance &amp; Administration</b>
ISSUED DATE:	<b>December 10, 2019</b>
REVIEWED DATE:	<b>December 10, 2019</b>
APPROVING AUTHORITY:	<b>Cabinet</b>
DATE REVISED:	<b>December 10, 2019</b>

## **PURPOSE**

To provide tuition waivers for permanent, full-time faculty, staff, and managers of Mansfield University employees, their spouses, and children.

This policy addresses tuition waiver concerns not addressed in employee Collective Bargaining Agreements (CBA) and should be read in conjunction with the applicable section, if any, of the employee's CBA for bargaining unit faculty and staff. In the event that a conflict between this policy and the CBA is noted, the CBA prevails.

This policy is also the controlling document for management employee tuition waivers at Mansfield University, employees and visiting scholars not covered by a CBA, and employees covered by a CBA which does not have a tuition waiver provision.

## **SCOPE**

This procedure concerns all employees, their spouse, and dependent children.

## **FORMS**

Forms can be found on the Human Resources website at:  
[https://www.mansfield.edu/hr/forms.cfm?cssearch=77934\\_1](https://www.mansfield.edu/hr/forms.cfm?cssearch=77934_1).

## **RESPONSIBILITY**

The VP Finance & Administration is responsible for the modification and updating of this policy in conjunction with the Human Resources Department and input from the Student Accounting and Financial Aid Offices.

## **PROCEDURE**

- a. Effective with the spring 2020 semester, management employees shall be eligible for 100 percent waiver of university tuition for up to six (6) credits of tuition per semester at Mansfield University. This applies to both undergraduate and graduate level courses.
- b. Spouses of eligible employees will be granted tuition waivers at Mansfield University until the spouse obtains their first undergraduate degree.

- c. The tuition waiver policy shall be applicable to the employee's children until the children obtain their first baccalaureate degree or until they reach the age of 25, whichever comes first.

**Clarifying Statements:**

- In order to be eligible, the child must not have attained age 25 by the second day of the academic semester or term.
  - Undergraduate degree shall be defined as a baccalaureate degree (associate degrees do not diminish eligibility).
- d. Waiver of tuition shall continue to the limits cited above for managers who meet one of the following conditions:
- Have five or more years of credited service in one of the State System's approved retirement plans and become disabled or die;
  - Are retired from the State System and have at least 25 years of credited service in one of the State System's approved retirement plans; or
  - Are retired from the State System and are at or above the superannuation retirement age, with at least of ten years of credited service in one of the State System's approved retirement plans.
- e. If the student receives institutional aid (such as a merit scholarship), the waiver will be applied first, and if there is a remaining tuition balance, the institutional aid will be applied to the tuition charge.
- f. Management employees granted waivers for themselves will not be required to pay the following fees (other fees will apply):
- Building Fee
  - Health Fee
  - Activity Fee
  - Fitness Center Fee
- g. Visiting Scholars, such as those placed by the Fulbright Foundation, who are not entitled to a tuition waiver through an applicable CBA, and who provide teaching or research activities for the university, are eligible to receive a tuition waiver for up to six (6) graduate credits per semester. These waivers shall be requested by the respective Dean or Director, and approved at the discretion of the University President.
- h. Employees may take a course only on a "seats available" basis. In rare cases, an employee enrolled to take a course under this program could lose his/her opportunity to take the course if any regularly enrolled tuition paying student, up to the end of the "drop-add" period,

wishes to have that seat. He/she could not lose their seat thereafter. This will not apply to degree seeking students.

- i. Should the course be offered only during working hours, it is the responsibility of the employee, prior to registering for the course, to discuss with his/her supervisor to determine a work schedule which will enable the fulfillment of his/her full-time responsibilities.

## DEFINITIONS

**Tuition** – under this policy is defined as the basic tuition fee and the tuition technology fee.

**Children** – shall be defined as:

1. Blood relative of the first degree (offspring);
2. Legal guardians as assigned by the courts;
3. Legally-adopted children; and
4. Step-children.

*Employees may be requested to show proof of adoption or legal relationship.*

**Employed** – shall be defined as:

1. Full-time;
2. When receiving benefits accorded to the employee during an active pay status; and
3. The employee is expected to work at least one academic year.

**Clarifying Statements** –

- a. Exclusions would be:
  - Leave without pay;
  - Absence without leave;
  - Military leave without pay;
  - Death;
  - Retirement;
  - Termination; or
  - Educational leave without pay.
- b. Employees in limited term positions for less than nine months would not be eligible.
- c. If an employee commences employment after the date of late registration for undergraduate courses, the benefit will begin at the start of the next academic term.

## DISTRIBUTION

Mansfield University Policies and Procedures web page and maintained by the Vice President of Finance & Administration.