



BOARD OF GOVERNORS

CU-HR- 31

Employee Tuition Waiver Benefits

PURPOSE

This policy has been enacted to extend waiver of tuition and certain fees as benefits permitted in WV Code 18B-10 to eligible employees.

SCOPE

This policy is applicable to benefit-eligible employees of Concord University.

POLICY

It is the policy of Concord University to provide tuition and general fee waivers to qualified and eligible employees of Concord University, their legal spouse, and eligible dependents.

RESPONSIBILITY FOR IMPLEMENTATION

The Office of Human Resources shall have primary responsibility for determining benefits eligibility and coordination of this benefit program with the Office of Admissions.

ELIGIBILITY CRITERIA

Employee Waiver: Full-time (> .52 FTE) regular, benefits-eligible employees, who have completed six months of service prior to the beginning of the semester for which the waiver is requested, are eligible for a Concord University tuition waiver for up to six credit hours, regardless of residency status.

Spouse or Dependent Waiver: The spouse and dependents of full-time, regular benefits-eligible employees who have met service requirements are eligible for a Concord University tuition waiver for up to 12 or more credit hours per semester, regardless of residency status. Dependent status is established by guidelines set forth by the US Department of Education.

A FAFSA must be completed annually to assure efforts to obtain federal financial aid have been exhausted to maintain eligibility for the waiver. Individuals who are not eligible to file the FAFSA are exempted from this requirement.

IMPLEMENTATION

The University has established an implementation process for consideration and approval of employee requests for tuition waivers for themselves or others including a formal application and approval process. The application form may be found at the internal HR site under forms and resources.

Waivers are applied after any federal /state scholarships or grant aid is applied. Federal loans and work study eligibility are not considered in determining the amount of the waiver.

Tuition and general fee scholarships may be provided to similarly situated employees of the Research and Development Corporation using the same principles and subject to the same criteria.

Educational release time is available for one class to benefits-eligible employees who are registered as students to attend classes, with appropriate approval, during their regularly scheduled workday. Employees should check with their manager or supervisor prior to course registration for authorization to take classes during the workday.

AUTHORITY FOR INTERPRETATION

The authority for interpretation of this policy rests with the Chief Human Resources Officer.

REFERENCE / AUTHORITY

WV Code 18B-10; 18B-10-5; and 18B-10-6

Supersedes information reflected in a Concord University Handbook(s) for Faculty or Staff, respectively.

APPROVAL

Effective upon adoption by the Concord University Board of Governors.

Intent to Plan Approved by Concord University Board of Governors (Board): 11/28/2017

Policy Approved by the Board: 06/04/2019

Effective Date: 06/04/2019

Date Affirmed by WVHEPC: