

**UAR NUMBER:** 327.03

**TITLE:** Morehead State University Faculty and Staff Tuition Waiver Program

**ORIGINATOR:** VP Administration & Fiscal Services

**INITIAL ADOPTION:** 10/27/1997

**REVISION DATES:** 12/02/1997; 10/21/2008

**PURPOSE:** To provide policy and procedures for the Faculty and Staff Tuition Waiver Program for Morehead State University employees and dependents.

**PROCEDURAL REFERENCES:** KRS, 164.020(32) and the policy for implementation of that statute issued by the Council on Postsecondary Education.

**SCOPE:** Morehead State University regular full-time faculty or staff members and dependents.

**PURPOSE:** The purpose of this regulation is to promote the professional development of regular full-time employees of: 1) Morehead State University (MSU), 2) the United States (U.S.) Army assigned to the Department of Military Science (DMS) at MSU, and 3) the University's food service contract vendor. Employees of vendors for other permanently outsourced or contracted University services may become eligible upon approval by the President. Additionally, the regulation is to provide a benefit to MSU employees by allowing their dependents to utilize tuition waiver to further their education at the undergraduate level.

Retirees from MSU returning to employment under PG-57, Retired Faculty and Staff Re-employment Program and UAR 334-01, Phased Retirement Plan, are also entitled to have tuition waived subject to the limitations contained in PG-57 and UAR 334-01. See these policies relating to limited tuition waiver assistance.

**ELIGIBILITY:** Those eligible for tuition assistance include regular full-time employees of: 1) MSU, 2) the U.S. Army assigned to the DMS, or 3) the University's food service contract vendor. In addition, dependents of MSU faculty and staff members are eligible for tuition assistance. An eligible dependent is defined as a spouse, or an unmarried son, daughter, step-son, or step-

daughter less than 24 years of age by December 31 of the year in which the term for which the waiver is requested falls.

To receive benefits under this policy, the employee or dependent shall be required to maintain a minimum GPA of 2.0 at Morehead State University and must otherwise be in good standing with this University. Download waiver forms (.pdf)

**EMPLOYEE BENEFIT:** All employees listed above may take up to a maximum of six credit hours each academic term (fall, spring, and summer sessions) not to exceed a total of eighteen hours per academic year. Summer term includes all summer sessions combined. The tuition charges for the credit hours taken shall be waived by the University. Unused credit hours for any semester or term may not be carried forward to future terms.

The waiver is for tuition only and does not cover mandatory fees or other course costs (books, special course fees, private lessons, tutoring, drop/add fees, course materials, etc). The waiver also does not apply to non-credit continuing or community education courses, courses offered through overseas programs, correspondence courses and audited courses.

A request for tuition waiver will be made on a Faculty and Staff Tuition Waiver Form and must be approved by the employee's supervisor and appropriate vice president. The form shall be presented to the Office of Enrollment Services no later than August 1 to have tuition waived for the Fall term, January 2 or the first work day following the New Year's holiday for the Spring term, and May 1 for any summer term.

Individuals who commence regular, full-time employment after the applicable dates above, but before the first day of classes for the term, must submit the form prior to the last day to add a class.

Tuition waivers will be credited to the employee's/student's account and shall be included as a resource for the determination of eligibility for any other types of aid. Should the application of the tuition waiver benefit to the employee's/student's account result in an overpayment, the overpayment shall not be refundable to the employee/student.

**COURSES  
DURING**

Permission may be granted by the employee's supervisor upon written request to take a maximum of one course per

**WORK HOURS:**

term during assigned work hours. If permission is granted to take a class during working hours, the employee's work schedule will be adjusted to make up the work time missed while in class. The additional courses that can be taken by an employee via tuition waiver, or additional classes that the employee takes at his/her own expense, may be taken outside normal working hours.

**SPOUSE AND/OR  
DEPENDENT BENEFIT:**

In the event a regular, full-time MSU faculty or staff member waives his/her entitlement to use all or a portion of the six credit hours per academic term at Morehead State University, or if the full-time faculty or staff member chooses to exercise the entitlement under KRS 164.020(32) at another public postsecondary educational institution, the University shall grant a tuition waiver of up to six credit hours for undergraduate courses only per term to an eligible dependent, not to exceed 12 credit hours per academic year.

If an eligible dependent of an MSU employee is granted a tuition waiver for six credit hours in any academic term, the employee will not be entitled to a tuition waiver for classes at MSU during the same term.

In the event the MSU employee subsequently enrolls at MSU and claims the entitled six credit hours (or portions thereof), the dependent will be assessed the appropriate tuition charge. The maximum credit hours for which an employee can obtain a tuition waiver if an eligible dependent utilizes his/her maximum 12-hour benefit is six hours per academic year.

**OTHER PROGRAM  
PROVISIONS:**

No refund of credit (benefit) will be given for courses that are dropped by the student after the last day to add a class.

This policy confers a financial benefit to eligible employees and is not intended to guarantee access or preferential treatment for any academic course or program.

MSU is not required to offer a course during an academic term unless there are a sufficient number of tuition-paying students taking the course. MSU reserves the right to restrict enrollment in a course if space is not available.

Employees enrolled under the provisions of this program are not entitled to utilize the regular services of the Caudill Health Clinic.

Any tax liability incurred through participation in this program is the responsibility of the employee.

**ENROLLMENT AT  
OTHER POST-  
SECONDARY  
INSTITUTION:**

A regular, full-time MSU employee desiring to enroll at another public postsecondary educational institution shall have his/her employment verified by the MSU Office of Human Resources. The MSU employee shall contact the institution in which he/she intends to enroll for further information regarding enrollment.

**FRAUDULENT USE:**

Any employee who intentionally obtains services through the tuition waiver program by submitting false or deceptive information shall be subject to the provisions of KRS 514.70 (Theft of Services). Theft of services is a Class A misdemeanor unless the value of the services is \$100 in which case it is a Class D felony.