

Dixie State University Policy

344 Tuition Waivers for Employees, Retirees, and Dependents



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I. Purpose

- 1.1 This policy outlines the education benefit (tuition waivers) available as an employment benefit and professional development opportunity for designated University employees, including retired and emeriti employees, their spouses, and their dependents.

II. Scope

- 2.1 This policy applies to Dixie State University employees that meet specific employment criteria and following proper procedure as defined by this policy. The University complies with IRS tax codes regarding the tuition waiver benefit.

III. Definitions

- 3.1 **Full-time Employee:** meets the definition as set forth in DSU Policy 301: Personnel Definitions.
- 3.2 **Spouse:** defined for the purpose of this policy as the legally married partner of a full-time DSU employee at the time of eligibility (see section 4.7).
- 3.3 **Dependent:** defined for the purpose of this policy as the unmarried biological, step, adopted, or foster child of a full-time DSU employee that is under the age of 26 at the time of eligibility (see section 4.7).
- 3.4 **Retired or emeriti employee:** defined for the purpose of this policy as an employee who left employment with Dixie State University having worked for the University at least four (4) years in a full-time position and having reached eligibility for early or phased retirement (see DSU Policy 359: Early/Phased

Retirement) or full retirement age as defined by the Social Security Administration.

- 3.4.1 **Medical Retiree:** defined for the purpose of this policy as an employee who left employment with Dixie State University having been full-time but was unable to continue working due to medical reasons and was approved/transitioned to the University's Long-Term Disability (LTD) benefit for future compensation.
- 3.5 **Part-time Instructor Faculty:** meets the definitions as set forth in DSU Policy 638: Part-Time Instructor Track Faculty.
- 3.6 **Regular Fees:** those general student fees associated with taking budget-related courses at Dixie State University that support a variety of purposes, such as Athletics, student clubs, student programs, campus technology, buildings, etc. These are fees generally assessed to the standard student population.
- 3.7 **Special Fees:** those fees associated with specific courses, such as laboratory fees, field trip, individual instruction, and consumable materials fees.
- 3.8 **Regular Undergraduate Tuition:** the sum of money charged for teaching or instruction at the University each semester, established by the institution and shown within the University's online catalog (catalog.dixie.edu). Does not include differential tuition (including online-only program tuition) nor graduate tuition for Master's programs, as established by individual programs.

IV. Policy

- 4.1 The employee tuition waiver applies only to Dixie State University budget-related courses. Unless otherwise specified, no distinction is made between courses taken on a credit or audit basis.
 - 4.1.1 Non-credit, community and continuing education, Short-Term Intensive Training (STIT) including Communication Organization and Leadership Degree Completion, Institute for Continued Learning (ICL), Concurrent Enrollment, Peace Officer Standards Training (POST), English as a Second Language (ESL) courses, Road Scholar courses, and other self-support workshops do not allow for employee tuition or fee waivers.
- 4.2 The University will waive regular undergraduate tuition and will not assess regular fees for full-time employees who elect to take courses at Dixie State University. Special fees are not included in the tuition waiver.
 - 4.2.1 Faculty may not take classes during their scheduled class time.

- 4.2.2 Staff may take one class of up to four credits of coursework per semester during work hours under the following conditions:
 - 4.2.2.1 The course is part of a certificate or degree program and/or will enhance the employee's skills in a way that benefits the University.
 - 4.2.2.2 The supervisor approves and has arranged for office coverage so that there is no lapse in important services.
 - 4.2.2.3 Approval is given by the applicable Vice President.
- 4.3 The University will waive regular undergraduate tuition for spouses and dependents of full-time employees who elect to take courses at Dixie State University, in that they meet the definitions established in this policy. Regular or special fees are not included in the tuition waiver.
- 4.4 The University will waive regular undergraduate tuition for retired and emeritus employees, their spouses, and their dependents in the same manner as they do for full-time employees, as explained above.
 - 4.4.1 The University will waive regular undergraduate tuition for medical retiree employees, their spouses, and their dependents based on the following factors:
 - 4.4.1.1 Status of dependents is determined based on the effective date of when the employee transferred to LTD payments.
 - 4.4.1.2 If the employee does not meet the criteria for retired or emeriti status as defined in section 3.4 at the time disability payments begin, the University will continue the tuition benefit for a period up to ten (10) years, provided the spouse and dependents meet the other criteria found in this policy.
- 4.5 The University will waive regular undergraduate tuition up to three credit hours per academic year for a part-time instructor faculty member. Regular or special fees are not included in the tuition waiver.
 - 4.5.1 Only part-time instructor faculty who teach credit-bearing and non-concurrent enrollment classes are eligible for a tuition waiver.
 - 4.5.2 Tuition will be waived only for a semester in which work for the University is performed.
- 4.6 Should a full-time employee pass away while actively employed by the

University, the tuition waiver may continue to be available for the employee's spouse and dependents who meet the definitions in this policy as follows:

- 4.6.1 If the employee would have met the criteria for retired or emeriti status as defined in section 3.4 at the time of death, the University will consider the employee as "retired" under this policy for purposes of receiving a tuition waiver benefit.
- 4.6.2 If the employee did not meet the criteria for retired or emeriti status as defined in section 3.4 at the time of death, the University will continue the tuition benefit for the widow/widower and dependents for a period up to ten (10) years, provided the spouse and dependents meet the other criteria found in this policy.
- 4.7 Eligibility for tuition waivers is determined based on the first day of classes each semester.

V. References

- 5.1 DSU Policy 301: Personnel Definitions
- 5.2 DSU Policy 359: Early/Phased Retirement
- 5.3 DSU Policy 638: Part-Time Instructor Track Faculty

VI. Procedures

- 6.1 Tuition Waivers are available on the Human Resources webpage.
- 6.2 Tuition waivers are granted on a single semester basis.
- 6.3 Tuition waivers must be granted and filed with Human Resources before the end of the first week of the semester. Without a completed tuition waiver, an employee may be dropped from a class due to unpaid tuition.
- 6.4 The employee is responsible for completing the tuition waiver process (application and approvals) each semester by the established deadlines. Human Resources will turn in any completed waivers to Business Services on or by established deadlines for application to the individual's student account.

VII. Addenda – N/A

Policy Owner: Vice President of Administrative Affairs
Policy Steward: Executive Director of Human Resources

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