

**UNIVERSITY of NORTH DAKOTA
FINANCE & OPERATIONS POLICY LIBRARY**

**EMPLOYEE and ELIGIBLE FAMILY MEMBER
TUITION WAIVERS and TUITION ASSISTANCE**

Section 3, Human Resources

Policy 3.4, Employee and Eligible Family Member Tuition Waivers and Tuition Assistance

Responsible Executive: VP Finance & Operations

Responsible Office: Human Resources

Issued: February 5, 2013

Latest Review / Revision: April 8, 2016



POLICY STATEMENT

Benefited University of North Dakota (UND) employees and their family members who meet specified requirements are eligible for tuition waivers and/or tuition assistance.

REASON FOR POLICY

In response to the needed improvement for recruitment and retention of quality faculty and staff, and in support of all aspects of the institution's mission, UND adopted a tuition waiver/assistance policy as outlined by State Board of Higher Education (SBHE) policy 820.

SCOPE OF POLICY

This policy applies to:

- | | |
|---------------------------------------|--|
| ✓ President | ✓ Staff |
| ✓ Vice Presidents | Students |
| ✓ Deans, Directors & Department Heads | ✓ Others: <u>Employee family members</u> |
| ✓ Area Managers & Supervisors | <u>Affiliated organizations</u> |
| ✓ Faculty | |
-

WEB SITE REFERENCES

This policy: http://UND.edu/finance-operations/_files/docs/3-4-employee-family-tuition-waivers.pdf

Policy Office: <http://und.edu/finance-operations/policy-office/index.cfm>

Vice President for Finance & Operations: <http://UND.edu/finance-operations/>

CONTENTS

Policy Statement	1
Reason for Policy	1
Scope of Policy	1
Web Site References	1
Related Information	3
Contacts	3
Definitions	3
Principles	5
Overview	5
Employee Tuition Waivers/Tuition Assistance	5
Employee Eligibility Criteria	5
Course Eligibility Criteria	6
Payments/Refunds	6
Eligible Family Member Waivers	6
Procedures	6
Submitting Tuition Waiver/Assistance Form	6
Applying Financial Aid and Waivers	7
Taxable Value	7
Refund of Tuition Waiver	8
Responsibilities	8
Forms	8
Appendices (list)	8
Appendix 1 – Tuition Waiver Examples	11
Revision Record	9

RELATED INFORMATION

NDUS Human Resource Policy Manual Section 33 – Continuing Education for Employees	http://ndus.edu/makers/procedures/hr/?SID=52&PID=254&re=d
NDUS Procedure 504 – Residency for Tuition Purposes	http://www.ndus.nodak.edu/makers/procedures/ndus/default.asp?PID=280&SID=57
NDUS Procedure 820.1 – Employee Tuition Waivers and Employer Paid Assistance	http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=329&SID=60
SBHE Policy 703.2 – Benefits	http://ndus.edu/makers/procedures/sbhe/default.asp?PID=40&SID=8
SBHE Policy 820 – Tuition Waivers/Tuition Assistance	http://www.ndus.nodak.edu/makers/procedures/sbhe/default.asp?PID=32&SID=9
SBHE Policy 830.2 – Refund Policy	http://ndus.edu/makers/procedures/sbhe/default.asp?PID=34&SID=9

CONTACTS

Specific questions should be directed to the following:

Subject	Contact	Telephone	Department E-Mail / Web Address
Policy Clarification	Human Resources	(701) 777-4361	UND.humanresources@UND.edu http://UND.edu/finance-operations/human-resources-payroll/
Account Balances	Student Account Services	(701) 777-3911	UND.studentaccounts@UND.edu http://UND.edu/finance-operations/student-account-services/index.cfm
Admission Requirements	Admissions	(701) 777-3821	http://UND.edu/admissions/enrollment/admissions-information.cfm
Financial Aid	Student Financial Aid	(701) 777-3121	http://UND.edu/admissions/financial-aid/
Payment Options (other than financial aid)	Student Account Services	(701) 777-3911	UND.studentaccounts@UND.edu http://UND.edu/finance-operations/student-account-services/index.cfm
Re-admission Requirements	Office of the Registrar	(701) 777-2711	http://UND.edu/academics/registrar/readmission.cfm
Tuition Waiver/Assistance Submission	Human Resources	(701) 777-4361	UND.humanresources@UND.edu http://UND.edu/finance-operations/human-resources-payroll/

DEFINITIONS

Admissions Standards	Those eligible for tuition waiver must meet admission standards and register for classes through the regular registration procedures. Individuals requesting a tuition waiver must not be on academic probation. Academic
-----------------------------	---

	status is determined by the Office of the Registrar and decisions by the Registrar for the purposes of this policy are final.
Affiliated Organizations	UND Aerospace Foundation, UND Alumni Association and Foundation, RE Arena Inc., UND Arena Services Inc., Arena Holdings Charitable LLC & Affiliates, UND Center for Innovation Foundation, The Fellows, Law School Foundation, EERC Foundation, UND Research Foundation, and UND Army and Air Force ROTC faculty.
Eligible Employee	A benefited employee, as outlined by SBHE Policy 703.2, actively employed on the first day of each semester.
Eligible Family Member	Spouse of the employee (must be legally married as recognized by the State of North Dakota); a child who is related to the employee as a natural child, a child placed for adoption, a legally adopted child, a child for whom the employee has legal guardianship, a stepchild, or a foster child, under the age of 26 as of the first day of the semester for which the waiver is requested. Eligible dependents do not include the spouse of an adult dependent child. Documentation to validate eligibility will be required.
Fees	Mandatory Student Fee, ConnectND Fee, NDSA Fee, Technology Fee, course fees and program fees.
Financial Aid Package	The types and amounts of financial aid a student is eligible for based on information submitted on the Free Application for Federal Student Aid (FAFSA).
For-Credit Courses	Instructional activities which result in the award of college credit that can be applied toward a college degree (Degree Credit) or which cannot be applied toward a college degree (Non-Degree Credit). Excludes Non-Credit Courses, which does not result in the award of college credit.
Maximum Waiver Amount	The maximum waiver under this policy for an eligible family member is 50 percent of tuition only for approved for-credit undergraduate or graduate courses, regardless of delivery method. All benefited employees are eligible for tuition waivers and/or tuition assistance for three classes per calendar year. For UND employees, UND courses will be waived at 100 percent tuition and fees, with the exception of the CND, NDSA, program and course fees which will be paid by the employee. All other fees are the responsibility of the employee. For UND employees taking courses through other NDUS institutions, tuition assistance will be provided by UND for 50% of tuition only. The remaining 50% of tuition and all fees are the responsibility of the employee and payable to the institution of enrollment.
NDUS	North Dakota University System
North Dakota Residency	Spouse or eligible family member of an NDUS employee is eligible for the North Dakota resident tuition rate pursuant to NDUS Procedure 504. To apply for North Dakota residency, contact Student Account Services.
Overdue Accounts Receivable Balance	Any charge of at least \$10 being past due over 30 days.
Programs Not Covered	Classes excluded from the tuition waiver program include professional programs (law and medicine). Internships, study abroad/exchange, and other situations in which the tuition flows to an outside entity are excluded from this policy. Physical therapy, occupational therapy and other health science classes are not part of the medicine exclusion.
SBHE	State Board of Higher Education
CTS	Core Technology Services
Spouse	Spouse must be legally married as recognized by the State of North Dakota.

Taxable Value	In accordance with IRS regulations, employee and family member tuition waivers and tuition assistance may be taxable. Applicable federal, state and social security taxes will be deducted on the employee's paycheck on a pro-rated basis during the semester.
Third Party Contracts	Any external funding sources for tuition payments such as Vocational Rehab, Military Assistance and Veterans Services (excluding 529 plans).
Tuition Assistance	UND will pay 50 percent of tuition only for a UND employee to take courses through another NDUS institution. The UND Application for Tuition Waiver/Assistance form is to be used by UND employees to apply for tuition assistance.
Tuition Waiver Deadline	The family member tuition waiver deadline is 30 days prior to the start of the semester in which tuition is to be waived. The employee tuition waiver/assistance deadline is no later than the last day to add a class for the semester in which tuition is to be waived/paid.

PRINCIPLES

OVERVIEW – Benefited UND employees and their family members who meet specified requirements are eligible for tuition waivers and/or tuition assistance.

UND adopted a tuition waiver policy as outlined by SBHE Policy 820 in response to the needed improvement for recruitment and retention of quality faculty and staff, and in support of all aspects of the institution's mission.

EMPLOYEE TUITION WAIVERS/TUITION ASSISTANCE – For courses taken at the request of the employee, UND will waive or provide tuition assistance for benefited employees, limited to three approved for-credit undergraduate or graduate courses during each calendar year, in any combination of subsections 1 and 2 as follows:

1. For courses taken at UND, regardless of delivery type: 100 percent tuition and fee waiver is provided, with the exception of the CND, NDSA, program and course fees which will be paid by the employee.
2. For courses taken at another North Dakota University System (NDUS) campus, other than UND, regardless of delivery type: a system-wide fixed 50 percent employer paid tuition assistance, with the employee paying the remaining 50 percent of tuition and 100 percent of all fees.
3. For NDUS office and Core Technology Services (CTS) staff who do not have a campus of employment, the following applies: a) 100 percent tuition and fee waiver will be provided for a traditional course, taken at any NDUS campus, with the exception that the employee will pay the CND, NDSA, program and course fees; and, b) employer will provide a system-wide fixed 50 percent tuition assistance payment with the employee paying the remaining 50 percent of tuition and 100 percent of all fees, for all other courses.
4. For affiliated organization employees, courses taken at UND, regardless of delivery type: 100 percent tuition and fee waiver is provided, with the exception of the CND, NDSA, program and course fees which will be paid by the employee.

For courses taken at the request of the employer, from either a NDUS or non-NDUS institution, the waiver or assistance provided will be determined by the employer.

Employees may be released from work for one face-to-face class each academic term with approval of the employee's supervisor or department head, if it does not interfere with completion of essential job duties and essential work of the institution.

EMPLOYEE ELIGIBILITY CRITERIA

1. Employees must not have an overdue account (i.e. charges of at least \$10.00 and 30 days past due).
2. Employees will be actively employed as a benefited employee, as defined in SBHE Policy 703.2, on the first day of the semester.
3. Employee must be admitted for enrollment at the campus of enrollment.

4. The employee must complete the standard NDUS Application for Employee Tuition Waiver/Assistance, and have the properly approved form submitted by the prescribed deadline dates. The approval requirements, within the limits of this policy, are determined by UND.

COURSE ELIGIBILITY CRITERIA – Classes excluded from the tuition waiver and employer paid assistance include the professional programs of Law (JD) and Medicine (MD).). Internships, study abroad/exchange and other situations where the tuition flows to an outside entity are also excluded from this policy. Physical therapy and occupational therapy classes are not part of the medicine exclusion.

PAYMENTS/REFUNDS – Tuition and/or fees owed by the employee must be paid by the payment date designated by UND in accordance with SBHE Policy 830.1. Failure to comply will result in the employee being subject to UND’s payment policy, including but not limited to late fees and registration and transcript holds. Refunds will be made in accordance with SBHE Policy 830.2. If course is not eligible for 100 percent refund, the course will be counted as a waived or assisted class under this provision.

ELIGIBLE FAMILY MEMBER WAIVERS – Family members of eligible UND employees, UND affiliated organizations, CTS, and NDUS office employees are eligible for a 50 percent tuition waiver for approved for-credit undergraduate or graduate courses, regardless of delivery method. A spouse or eligible family member of a UND/NDUS/CTS employee is eligible for the North Dakota resident tuition rate as stated in NDUS Procedure 504. Employees and family members need to be aware that tuition waivers decrease the student financial need; therefore, it may decrease the amount of any financial aid awarded/received.

Family member tuition waivers do not apply to professional programs (law and medicine). Internships, study abroad/exchange and other situations where the tuition flows to an outside entity are also excluded from this policy. Fees are not waived.

PROCEDURES

Submitting Tuition Waiver/Assistance Forms

Submit a completed Application for Employee Tuition Waiver/Assistance or an Application for Family Member Tuition Waiver to Human Resources prior to each semester that a waiver/assistance is being requested.

1. The deadline for the family member tuition waiver is **30 days prior to the start of the semester** in which tuition is to be waived. Late submissions due to late enrollment, medical emergency or other extenuating circumstance must be explained in writing and supported with appropriate documentation. This information must be submitted to the Human Resources Director for review and approval no later than the last day to add a class.
2. Submit employee tuition waivers/assistance **no later than the last day to add a class in the term for which the waiver/assistance is being requested.**

Tuition waiver/assistance forms must have all necessary signatures at time of submission:

1. UND employee and supervisor (employee waiver),
2. UND employee and eligible family member (family member waiver), or
3. Affiliated organization or NDUS institution member and designated official (affiliated organization, NDUS waiver).

In order for the waiver/assistance to be processed, Human Resources must be able to verify that the UND employee will be actively employed as a regular, benefited employee on the first day of the semester.

For family member tuition waivers, Human Resources must be able to verify the eligible family members’ eligibility:

1. Spouse of the employee (must be legally married as recognized by the State of North Dakota);
2. Child who is related to the employee as a natural child, a child placed for adoption, a legally adopted child, a child for whom the employee has legal guardianship, a stepchild, or a foster child, under the age of 26. Eligible dependents do not include the spouse of an adult dependent child.

Additional documentation is required to validate eligibility:

1. Marriage license,
2. Birth certificate, and/or
3. Other legal documents.

The Registrar's Office must ensure the employee or family member is admitted and meets admissions standards. Additionally, individuals requesting a tuition waiver must not be on academic probation.

Student Account Services will ensure the employee and/or family member does not have any overdue accounts owed to the University. Overdue accounts are defined as any past due balance that relates to University charges or loans, etc. If an overdue account is found on either the employee's or family member's account, the employee or family member is not eligible for the waiver. Any employee or family member notified of denial of this waiver because of an overdue account has until the 100 percent drop date to bring their account current so the waiver can be processed for that semester. The 100 percent drop date is posted by semester on the Student Account Services website. The date is prior to 9 percent of the enrollment period of the semester or approximately seven class days into a regular session course.

Applying Financial Aid and Waivers

In accordance with federal regulations, the tuition waiver will be used as a financial resource and becomes part of the student's financial aid package.

Financial aid falls into one of four categories:

1. Grants – gifts of money that do not have to be repaid,
2. Loans – borrowed money which must be repaid with interest,
3. Employment – allows students to work and earn needed money, and
4. Scholarships – gifts (usually cash) awarded on the basis of academic performance and potential.

Most financial aid recipients expect to receive more than one of these types of aid. The Student Financial Aid Office awards aid based upon an evaluation of the applicant's eligibility for a particular type of aid and the availability of funds under the various aid programs.

Tuition waivers are applied in a specific order for employees:

1. Third Party Contract,
2. Employee Waiver, and
3. Graduate School Waiver.

Tuition waivers are applied in a specific order for eligible family members:

1. Third Party Contract,
2. Family Member Waiver, and
3. Graduate School Waiver.

The Student Financial Aid Office may need to adjust aid if the amount of the tuition waiver, along with other financial aid, exceeds the student's eligibility. Student Account Services applies all Employee and Family Member tuition waivers to the employee or family member's UND Campus Connection account.

A family member who is also a benefited employee is only eligible for the employee tuition waiver.

Taxable Value

In accordance with IRS regulations, graduate employee tuition waivers and tuition assistance valued over \$5,250 per calendar year will be taxed to the employee. The value of all graduate family member tuition waivers will be taxed to the employee. Applicable federal, state and social security taxes will be deducted on the employee's paycheck on a pro-rated basis during the semester.

Refund of Tuition Waiver

Waived courses dropped after nine percent of the course is completed will still count as waived as there is no refund in tuition and fees for a dropped course.

RESPONSIBILITIES

Employee	<ul style="list-style-type: none"> ▪ Submit Application for Employee Tuition Waiver/Assistance to Human Resources no later than the last day to add a class during the term in which tuition is to be waived.
Family Member	<ul style="list-style-type: none"> ▪ Submit Application for Family Member Tuition Waiver to Human Resources 30 days prior to the start of the semester in which tuition is to be waived.
Human Resources	<ul style="list-style-type: none"> ▪ Verify UND employee will be actively employed as a regular, benefited employee on the first day of the semester.
Registrar's Office	<ul style="list-style-type: none"> ▪ Verify the employee or family member is admitted and is not on academic probation.
Student Account Services	<ul style="list-style-type: none"> ▪ Verify the employee and/or family member does not have an overdue accounts receivable balance. ▪ Apply tuition waiver or tuition assistance credit to employee or family member accounts receivable. ▪ Submit tuition waiver/assistance form to NDUS institution where employee is taking course as authorization that UND will pay 50 percent of tuition. ▪ Track employee benefit of waiver/tuition assistance of three courses per calendar year. ▪ Assist with North Dakota residency questions.
Student Financial Aid	<ul style="list-style-type: none"> ▪ Adjust financial aid if the amount of the tuition waiver/assistance, along with other financial aid, exceeds family member's eligibility.

FORMS

Employee Tuition Waiver-Assistance Form	http://und.edu/finance-operations/human-resources-payroll_files/docs/employee-tuition-waiver-assistance-application.pdf
Application for Family Member Tuition Waiver	http://UND.edu/finance-operations/human-resources-payroll_files/docs/application-family-member-tuition-waiver-2016-4-8.pdf
North Dakota Resident Tuition Application	http://UND.edu/admissions/student-account-services/nd-residency.cfm

APPENDICES

Appendix 1 – Tuition Waiver Examples	Contact Student Financial Aid
---	-------------------------------

REVISION RECORD

02/05/2013 – Policy Implementation	<ul style="list-style-type: none"> ▪ Signed by President Robert O. Kelley
02/22/2013 – Revision	<ul style="list-style-type: none"> ▪ Updated all website links associated with Human Resources
04/04/2013 – Revision	<ul style="list-style-type: none"> ▪ Added link to Related Information for NDUS Procedure 820.1 ▪ Revised definition for affiliated and NDUS organizations to compliment NDUS Procedure 820.1 ▪ Updated link to employee and family member tuition waiver form
12/09/2013 – Revision	<ul style="list-style-type: none"> ▪ Changed SITS to CTS throughout document ▪ Standardized definition of spouse ▪ Clarified deadline for employee tuition waivers ▪ Option added to Procedures to allow a waiver to be approved for an employee with an overdue account if they bring the account current by the 100 percent drop date
01/30/2014 – Revision	<ul style="list-style-type: none"> ▪ Changed definition for third party contract
09/03/2014 – Revision	<ul style="list-style-type: none"> ▪ Altered policy name to include “Tuition Assistance” ▪ Added tuition assistance to coincide with tuition waivers throughout document ▪ Removed NDUS fee, added “mandatory” to student fee and, added ConnectND fee and NDSA fee in Definitions: Fees ▪ Clarified information pertaining to family members, benefitted employees and on-line courses in Definitions: Maximum Waiver Amount ▪ Removed distance and online courses, and Master of Public Health from Definitions: Programs Not Covered ▪ Removed CTS and NDUS Office employees from Definitions: Affiliated Organizations ▪ Added tuition assistance to Definitions ▪ Added Principles: Employee Tuition Waivers ▪ Added Principles: Eligible Family Member Waivers ▪ Removed Procedures: Affiliated and NDUS Organizations ▪ Clarified deadline by which forms must be submitted in Procedures: Submitting Tuition Waiver Form
09/05/2014 – Revision	<ul style="list-style-type: none"> ▪ Clarified information throughout document indicating online courses are not covered by the family member tuition waiver
06/30/2015 – Revision	<ul style="list-style-type: none"> ▪ Updated policy to be in compliance with changes to SBHE policy and NDUS procedure ▪ Replaced Principles: Employee Tuition Waivers/Tuition Assistance ▪ Added Principles: Employee Eligibility Criteria, Course Eligibility Criteria, and Payments/Refunds ▪ Updated website links throughout document ▪ Changed Human Resources and Payroll Services to Human Resources throughout document ▪ Split waiver forms: one for employees and one for family members
08/17/2015 – Revision	<ul style="list-style-type: none"> ▪ Revised definition of financial aid package ▪ Expanded Principles: Employee Tuition Waivers/Tuition Assistance to include NDUS, CTS, and affiliated organization employees

04/08/2016 - Revision

- Added for-credit courses to Definitions
 - Revised definitions of eligible family member, maximum waiver amount, programs not covered, spouse and third party contracts
 - Revised Principles: Eligible Family Members Waivers to include approved for-credit courses regardless of delivery method
 - Revised Procedures: Submitting Tuition Waiver/Assistance Forms to bring current information applying to spouses and children
 - Formalized required documentation for eligibility verification in Procedures: Submitting Tuition Waiver/Assistance Forms
 - Clarified Student Account Services processes regarding applying and posting tuition waivers to UND Campus Connection in Procedures: Applying Financial Aid and Waivers
-

Tuition Waiver Examples

Example A:

Total tuition charge	\$3,000
Third party contract pays 25 %	\$750
Net remaining tuition balance after third party credit	\$2,250
50 % of total tuition charge	\$1,500
Net remaining tuition balance after third party credit	\$2,250
Lesser of 50 % total tuition charge or remaining tuition balance	\$1,500
Amount eligible for tuition waiver	\$1,500
Net remaining tuition balance after tuition waiver	\$750

Example B:

Total tuition charge	\$3,000
Third party contract pays 75 %	\$2,250
Net remaining tuition balance after third party credit	\$750
50 % of total tuition charge	\$1,500
Net remaining tuition balance after third party credit	\$750
Lesser of 50 % total tuition charge or remaining tuition balance	\$750
Amount eligible for tuition waiver	\$750
Net remaining tuition balance after tuition waiver	\$0