**Checklist of Eligibility for Employee Tuition/Assistance Waiver & Family Member Tuition Waiver**

Tuition waivers apply to all benefitted employees of UND and of affiliated organizations* of UND.

Employee/Eligible Family Member Tuition Waiver Policy: [http://UND.edu/finance-operations/_files/docs/3-4-employee-family-tuition-waivers.pdf](http://UND.edu/finance-operations/_files/docs/3-4-employee-family-tuition-waivers.pdf)


For both Employee and Family Member the following applies:

- Classes excluded from the tuition waiver program include professional programs 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.

For Employees: Courses taken at the campus of employment regardless of delivery type: 100% tuition and fee waiver is provided, with the exception of the CND, NDASA, program and course fees which shall be paid by the employee. For courses taken at another NDUS campus, other than the campus of employment, regardless of delivery type: a system-wide fixed 50% employer paid tuition assistance, with the employee paying the remaining 50% of tuition and 100% of all fees.

For Family Members: Courses taken at the campus of employed parent regardless of delivery type: 50% tuition only waiver is provided.

For NDUS office and Core Technology Services (CTS) staff who do not have a campus of employment, the following applies:

1. **Human Resources:**
   - a. Must receive completed Application for Tuition Waiver/Assistance form no later than the Last Day to Add a class for the semester for which waiver is being requested.
   - b. Application for Tuition Waiver form must have all necessary signatures.
     - UND employee must sign.
     - Employee’s supervisor must sign.
   - c. Must be able to verify UND employee will be actively employed as a regular (benefited) employee on the first day of the semester.

2. **Registrar’s Office:**
   - a. Must be admitted.
   - b. Must not be on academic probation

3. **Student Account Services:**
   - a. Employee does not have an overdue accounts receivable balance. (Charges of at least $10.00 and 30 days past due.)
   - b. Has not reached the limit of 3 classes per calendar year.

**EMPLOYEE TUITION WAIVER:**

1. **Human Resources:**
   - a. Must receive completed Application for Tuition Waiver/Assistance form no later than the Last Day to Add a class for the semester for which waiver is being requested.
   - b. Application for Tuition Waiver form must have all necessary signatures.
     - UND employee must sign.
     - Employee’s supervisor must sign.
   - c. Must be able to verify UND employee will be actively employed as a regular (benefited) employee on the first day of the semester.

2. **Registrar’s Office:**
   - a. Must be admitted.
   - b. Must not be on academic probation

3. **Student Account Services:**
   - a. Employee does not have an overdue accounts receivable balance. (Charges of at least $10.00 and 30 days past due.)
   - b. Must not be on academic probation.

**FAMILY MEMBER TUITION WAIVER:**

1. **Human Resources:**
   - a. Must receive completed Application for Tuition Waiver form no later than 30 days prior to the start of the semester.
   - b. Application for Tuition Waiver form must have all necessary signatures.
     - UND employee must sign.
     - Employee’s supervisor must sign.
   - c. Must be able to verify UND employee will be actively employed as a regular (benefited) employee on the first day of the semester.
   - d. Must verify: Spouse of the employee (must be legally married as recognized by the State of North Dakota); children under the age of 26.
   - e. For further definition of dependent see Employee and Eligible Family Member Tuition Waiver and Tuition Assistance Policy.
   - f. Must receive the following verification: Marriage license, birth certificate and/or legal documents to prove family member status.

2. **Registrar’s Office:**
   - a. Must be admitted.
   - b. Must not be on academic probation.

3. **Student Account Services:**
   - a. Employee and/or Eligible Family Member do not have an overdue accounts receivable balance. (Charges of at least $10.00 and 30 days past due.)

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Checklist of Eligibility for Employee Tuition/Assistance Waiver & Family Member Tuition Waiver

This checklist identifies the information that administrative offices will review for tuition waiver eligibility.

Submit completed/signed Application for Tuition Waiver form to:

Human Resources & Payroll Services, Twamley Hall Room 313, Stop 8010.

A new application must be completed and submitted each semester.