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, NSDA, 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:

a) 100% tuition and fee waiver shall be provided for a traditional course, taken at any NDUS campus, with the exception that the employee shall pay the CND, NSDA, program and course fees. Traditional Course is a face-to-face course offering on a campus, where the employee and instructor are physically face-to-face; and

b) Employer shall provide a system-wide fixed 50% tuition assistance payment with the employee paying the remaining 50% of tuition and 100% of all fees, for all other courses.

In accordance with IRS regulations, employee tuition waivers valued over $5,250 per calendar year and the value of all graduate classes for eligible family members 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. (Subject to change to comply with federal and state laws)

NDUS Procedure 504 allows an eligible family member of a NDUS employee to be eligible for the North Dakota resident tuition rate. To apply for North Dakota residency contact Student Account Services or visit [http://und.edu/admissions/student-account-services/nd-residency.cfm](http://und.edu/admissions/student-account-services/nd-residency.cfm) for more information.

After 9% of the period of enrollment for a class is completed, no refund shall be made for a class which is dropped. Class will be counted as a waived class.

**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. Has not reached the limit of 3 classes per calendar year.

**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.
      - Eligible Family Member 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.
      - For further definition of dependent see Employee and Eligible Family Member Tuition Waiver and Tuition Assistance Policy.
   e. Must receive the following verification: Marriage license, birth certificate and/or legal documents to prove family member status.

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

4. **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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