

**SOUTHERN UTAH UNIVERSITY**

**HALF-TIME STAFF/ADJUNCT FACULTY**

**APPLICATION AND AUTHORIZATION FOR TUITION WAIVER**

**Note: This form must be completed and turned in to the Human Resources office prior to or at the time of registration for verification of eligibility (eligibility determined by status of applicant as of the first day of the semester). \*See reverse side for waiver eligibility requirements and policies.**

1. Name of Employee \_\_\_\_\_
2. T# \_\_\_\_\_
3. For \_\_\_\_\_ Semester \_\_\_\_\_
4. Department \_\_\_\_\_
5. Number of credit hours: (Limited to one class of 3 credit hours or less; must be outside of normal working hours)  
\_\_\_\_\_ Regular school  
\_\_\_\_\_ Evening school
6. Days and time of course to be taken \_\_\_\_\_

**PLEASE NOTE: SUU employees are subject to the same academic and registration policies that govern all students. Employees taking classes must maintain a GPA of 2.0 to remain in good standing. If an employee wishes to drop or withdraw from a class or classes, they must meet with an advisor in the Student Success Center to complete an appropriate withdrawal procedure.**

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Immediate Supervisor's Signature Date

\_\_\_\_\_  
Dean/VP/President's Signature Date

\_\_\_\_\_  
Human Resources Date

## **\* ELIGIBILITY REQUIREMENTS FOR FACULTY/STAFF TUITION WAIVERS:**

Subject: EDUCATION BENEFITS

I. PURPOSE: To encourage and facilitate enrollment in university coursework.

II. POLICY:

### A. Group 1–Benefit Eligible Employees

- 1) Tuition waivers are available to all employees who are currently employed for nine (9) months or more and for six hours a day or more [.54 up to 1.00 FTE], and to spouses of employees who meet the criteria listed above. Tuition and regular fees are waived for nine (9) or less credit hours per semester; any eligible employee or spouse who takes ten (10) or more credit hours per semester must pay full regular fees (only the tuition is waived) in accordance with the University catalog. Special fees are still assessed.
- 2) This waiver program is available for all educational and general SUU credit courses including summer school and night school offerings. Non-credit or self-support classes are subject to all non-credit or self-support fees.
- 3) Employees with the appropriate arrangement with the department head or immediate supervisor may make application to enter into academic work, up to six (6) clock hours of work in a work week period during the employees' regular working day hours, arranged so as not to interfere with his/her contractual agreement and obligation to the University.
  - a. If the course is specifically related to the improvement of job performance (as determined by the employee, the supervisor, and/or the intermediate supervisor), three (3) clock hours of work a week may be taken on a released-time basis, and the employee will not be expected to make up the time.
  - b. Anything not covered by "A" above requires the released time to be made up or compensation adjusted as approved by the supervisor.
  - c. Employees may, with the approval of their supervisor, use their lunch hour or time before and after their regular working day hours to make up released time.All such applications must be approved by the President, Vice-President, or Dean; in addition to the immediate supervisor.
- 4) The application and authorization for tuition waiver form must be obtained by the person receiving the waiver and appropriately signed and submitted to the University Human Resources Director at the beginning of each semester.
- 5) An employee (and his/her spouse) who has formally retired at the age of 65 (normal retirement age) or older who was holding a position under full-time "contract" for nine (9) months or more at the time of retirement is eligible for tuition waiver under the provisions of this policy.
- 6) Tuition waivers are available to unmarried dependent children under 27 years of age of full-time employees currently under "contract" for nine (9) or more months. One-half of tuition is waived for courses covered in Paragraph 2. The eligible individual must pay one-half of tuition and all regular and special fees.
  - a. Eligibility and approval will be determined by the University Human Resources Department.
  - b. Application must be made in accordance with Paragraph 4.
- 7) Eligibility for all waivers is determined as of the first day of the term, not at the time application is submitted.

### B. Group 2–Half-time Benefit Eligible Employees

- 1) Half-time benefit eligible \* employees who are employed for nine (9) months or more and for four (4) hours a day or more [.375 up to .54 FTE] are eligible to register for three (3) or less credit hours per semester without being charged tuition and regular fees. Special fees are still assessed. The class must be taken outside of normal working hours.

### C. Group 3–Adjunct Faculty

- 1) Adjunct faculty teaching part-time may be permitted to register for three (3) or less credit hours during the semester in which they are teaching without being charged tuition and fees. Special fees are still assessed.

\*Benefit Eligible employees refer to individuals that are eligible for University fringe benefits (retirement, vacation, medical insurance, long-term disability, etc.).