

## **UAM OPERATING PROCEDURE 425.1**

### **STAFF/FACULTY ENROLLMENT IN UNIVERSITY COURSES (TUITION WAIVER FOR EMPLOYEES; FROM UA BOARD POLICY 440.1 AND UASP 445.1)**

#### Tuition Waiver for Employees

##### I. Eligibility

All full-time active UAM employees, not on leave without pay other than workers compensation, military or family medical leave, employed as of the final day of regular registration in any particular session or semester, their spouses, and their dependents children (as defined by the Internal Revenue Service) are eligible. Surviving spouses, who have not remarried, and dependent children of deceased employees who died while in the full-time employment of UAM are also eligible. All enrollees must meet normal admissions requirements, and audits will be on a space available basis only. For employees hired after May 1, 2017, eligibility as described above shall begin with the final day of regular registration following continuous employment in a full-time position with UAM for one complete fall or spring semester.

##### II. Transferability

The tuition waiver benefit is available to any employee, employee's spouse, or employee's dependent children at any on-campus unit of the University of Arkansas regardless of the site of employment. Individual campuses may also allow tuition waivers in specified off-campus classes when the minimum enrollment of 6 for graduate courses and 10 for undergraduate courses has been met with full-fee paying students and the operating cost of the course has been met. Waiver benefits are applicable to web based or distance education courses offered through any campus unit of the University of Arkansas or through eVersity. Waiver benefits are applicable to tuition only. All applicable fees are to be paid in full for any enrollment. The waiver benefit is applicable to credit classes only.

##### III. Extent of Waiver

- A. UAM employees may take up to 132 undergraduate semester credit hours and/or up to 36 graduate semester credit hours at UAM at 10% of the cost of tuition. Employees will not be required to pay mandatory fees for on-campus classes or the distance education fee; however, employees will be responsible for course-specific fees (i.e. music fees, lab fees, etc.).
- B. UAM employees may take up to 132 undergraduate semester credit hours at another UA academic institution at 50% of the cost of tuition.
- C. Spouses and dependent children of UAM employees may take up to 132 undergraduate semester credit hours and receive a 50% tuition discount at UAM or 40% tuition discount at any other campus within the University of Arkansas. A

student may not receive discounts as both an employee and as a spouse or dependent child of an employee.

#### IV. Guidelines

##### A. Employee Enrollment and Work Assignment Responsibility

1. Employee enrollment at reduced rates shall not exceed eleven (11) semester credit hours per semester. Exceptions may be granted by the Chancellor of the campus upon recommendation of the employee's authorized supervisor and the chief academic officer; if such exceptions are for enrollment at a campus other than UAM, the chief executive officer of the receiving unit, or designee, must also approve the exception.
2. All enrollment at reduced rates shall be approved by the employee's authorized supervisor.
3. This policy does not assume that release time from regular working hours will be automatically permitted. Release time is not a right but a privilege that is granted at the authorized supervisor's discretion. Many factors, including but not limited to, the employee's performance, direct applications of the course work to the employee's position, overall benefit of the course work to the employee and the institution, and maintenance of office hours and functions to the students, faculty, staff, and general public are considered prior to the granting of release time.
4. The Employee Request for Registration Fee Discount form is used in approving employee enrollment.

##### B. Spouse and Dependent Enrollment

Spouses and dependent children establish eligibility using the Request for Registration Fee Discount for Spouse/Dependent of Employee form.

##### C. Employee's Enrolled in Degree Programs Prior to May 1, 2017

Employees continuously enrolled in a degree program at reduced rates under Board Policy 440.1 prior to May 1, 2017, will receive their original discount level as long as they remain continuously enrolled in the degree program. Continuous enrollment is defined as a degree-seeking student who completes at least three (3) credit hours in a given calendar year.

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*January 1, 1980*