



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-EMP-1 Major Revision1 Minor Revision2

Title: Tuition Waiver Benefit

Category: Human Resources

Applies to: Full-time employees

Contact: [Human Resources](#)

Purpose: The Tuition Waiver Benefit is designed to offer employees, dependents, and UCO defined retired university employees the opportunity to participate in educational opportunities through course work at UCO.

Policy *Benefit*

Statement: The Tuition Waiver Benefit applies to tuition costs only. Other assessments including fees, books and lab costs are not covered by the Tuition Waiver Benefit. The Tuition Waiver Benefit is based on an annual maximum dollar amount. Every full-time employee is allocated \$1,500 per academic year, limited to \$750 per semester. If an employee or dependent has not depleted the benefit allocation for the fall and spring semesters, up to \$750 of the remaining balance can be applied to summer coursework. Retired university employees are eligible to audit coursework at UCO up to six hours per semester, but credit hours are not transferable.

Waiting Period

Eligibility for this benefit is effective after completion of six months of continuous permanent employment starting with the semester which begins after the six month waiting period is met. Six months of continuous permanent employment must occur prior to the tuition due date. Employees may transfer their benefit to their dependents after completion of the six-month waiting period.

Eligibility

- Fulltime employees who have completed the required waiting period
- Retired UCO employees, who are eligible to audit coursework at UCO up to six hours per semester, but credit hours are not transferable.
- The legal spouse of a fulltime employee who has completed the required waiting period
 - Valid documentation for a spouse includes:
 - Marriage certificate
 - Most recent 1040A
- The child(ren) of a fulltime employee who has completed the required waiting period
 - The benefit is limited to children under the age of 26
 - The child must be under the age of 26 on the tuition due date
 - Valid documentation for a child includes:
 - Birth Certificate
 - Court documents establishing legal guardianship
 - Most recent 1040A
- Documentation may require updating upon the request of an authorized UCO official.
- Employees who transfer their waiver to an eligible spouse or dependent must submit the Tuition Waiver Benefit application each semester to receive the benefit. Applications must be submitted seven days prior to the tuition due date for consideration

Waiver Guidelines

Individuals participating in the Tuition Waiver Benefit must observe academic and enrollment management policies and procedure requirements. The program waives the cost of tuition, but does not waive fees and other costs. Tuition waiver requests must be made prior to the tuition waiver deadline for each semester, which is seven calendar days before the tuition due date. Applications and requests received after the deadline may be ineligible for the benefit. The Tuition Waiver Benefit cannot be applied toward courses that do not meet eligibility for federal financial aid and other courses at the discretion of the University.

Fulltime employees enrolling in a class that meets during regular work hours must obtain approval from the designated department supervisor prior to enrollment. Work time lost must be made up or charged to vacation leave. Supervisor will authorize the most appropriate resolution based on departmental needs. Resolution may include a combination of options.

Tuition Waiver Benefit is funded on availability of budget allocations and may be cancelled, modified or amended by authorized university personnel or other regulating entities at any time.

Glossary of Terms:

Fulltime Employee- classified as fulltime and benefit eligible

Retiree- Former UCO employee retired through the Oklahoma Teachers Retirement System with ten years of consecutive service to UCO immediately preceding their retirement

Spouse- Person whom is legally married to UCO employee

Child- Biological child, stepchild, adopted child or legal guardianship

Legal

Citation:

Campus

Links:

FAQs:

Formerly

known as: Tuition Waiver Program

Approved on: 01/08/2013

Effective date: 01/08/2013

Keyword(s): tuition, waiver, assistance, employee, retiree, active,

Last review date: 05/10/2017

Date posted: 01/08/2013

Modified By:

Date 05/10/2017

Modified: