

UNIVERSITY OF DENVER - Colorado Seminary	Date	Section	Page
POLICY MANUAL	9/12/02	3.40.060	7 pages (printed)
Subject:			
EMPLOYEE TUITION WAIVER PROGRAM			

A.

1. General

- a. The Faculty/Staff Tuition Waiver Program is designed to enable appointed employees and retirees, their spouses or same-sex domestic partners, and their dependent children to enroll in for credit courses at the University of Denver at reduced or no tuition charges. Specific benefits for each category of eligible beneficiary are specified in section D. of this policy titled “Benefits”.
- b. Student activity fees are waived under this policy in the same proportion as tuition is waived.
- c. Room, board and other cost reimbursement based fees (e.g. student technology fee, health insurance fee, etc.) are not waived under this policy.

2. Employee and Employee Dependent Eligibility

- a. New employees must satisfy a six-month waiting period of continuous appointed employment before tuition waiver privileges will be granted to them or their spouses or domestic partners.
- b. Dependent children become eligible for tuition waiver privileges under this policy after a parent has been continuously employed by the University in an appointed status for one year.
- c. Eligibility for tuition waiver privileges and the level of eligibility shall be based upon the length of appointed service, and appointment or status as of the first day of classes for the term. Changes in eligibility during a term will be recognized at the beginning of the next term. The waiting periods in the immediately preceding paragraphs a. and b. must be satisfied prior to the commencement of the term for which enrollment under the tuition waiver privilege is desired.
- d. Continuing full-time faculty and staff members on at least 9 month appointments are accorded tuition waiver privileges for the full year.
- e. Tuition waiver privileges are not available to employees on a leave of absence without pay, nor to their spouses or dependents while on such leave, except for unpaid leave granted in accordance with the Family and Medical Leave Act (FMLA).

3. Retirees and retiree dependent eligibility

- a. All retirees of the University (as defined under University policy) who were full-time appointed employees, their spouses or same-sex domestic partners, and their dependent children shall be eligible for the tuition waiver privilege.

- b. Benefits for retirees and their eligible dependents are described in section D. of this policy.
 - c. Only those dependent children who are enrolled in and taking classes at the University of Denver at the time of the employee's retirement shall be eligible for the benefits described in section D. of this policy.
4. Permanently disabled or deceased full-time appointed employees
- a. Full-time employees, who become permanently disabled and who meet the service requirements in section D. of this policy, will continue to be eligible for benefits under the tuition waiver privilege, along with their eligible dependents, according to the schedule of benefits in section D. of this policy.
 - b. Surviving dependents of a deceased full-time appointed employee who meet the service requirements set forth in Section D. of this policy at the time of death will continue to be eligible for benefits under the tuition waiver privilege according to the schedule of benefits in section D. of this policy.
 - c. Only those dependent children who are enrolled in and taking classes at the University of Denver at the time of the employee's death or disability shall be eligible for the benefits described in section D. of this policy.
5. Conditions for use of the tuition waiver privilege
- a. Because of the potential negative impact of coursework and time off for classes upon the employee's performance and the work needs of the employing department, the needs of the employing department must be given priority. The prior approval of the employee's supervisor is, therefore, required for enrollment in courses taken under the tuition waiver privilege.
 - b. Time off from work for class attendance should be made up within the same work week (Monday through Sunday) by those employees subject to the overtime provisions of the Fair Labor Standards Act, or taken as vacation or unpaid leave.
 - c. Tuition waiver benefits must be applied for on a timely basis. Applications should be submitted prior to the beginning of the term in which the class is to take place.
 - d. If an employee to, or for whom, a tuition waiver has been granted voluntarily leaves the employment of the University prior to the end of the term (other than by reason of retirement), the employee will be liable for the prorated share of the tuition and applicable fees to the end of the academic term.
 - e. If an employee to, or for whom, a tuition waiver has been granted is terminated through a staffing reduction (layoff), eligibility under the tuition waiver privilege will be extended, as it was when the employee left, for the two consecutive quarters or one semester following the last day worked. Persons terminated in Spring Quarter may, however, use this for the succeeding Fall and Winter Quarters if they do not enroll in the intervening Summer Quarter.
 - f. Use of the tuition waiver privilege is dependent upon the student meeting all criteria for admission to the course or program. In other words, eligibility for

the tuition waiver privilege is not, in itself, cause for admission to any course or program of the University.

- g. Some courses with extraordinary expenses, small optimum class size, or high demand may limit the enrollment of students using tuition waivers.
- h. Tuition waiver benefits are granted only during academic terms in which the eligible employee is actively employed by the University. Employees on leave without pay cease to be eligible for benefits under the tuition waiver privilege for themselves and their dependents for the duration of such leave. When an employee to, or for whom, a tuition waiver has been granted goes on leave without pay prior to the end of the term, the employee will be liable for the prorated share of the tuition and applicable fees to the end of the academic term. When such an employee returns from leave without pay, eligibility for tuition waiver benefits will resume as of the beginning of the academic term immediately following the date of the employee's return to work from leave without pay.
- i. Tuition waiver privileges will be suspended for all individuals with outstanding parking fines, or with other delinquent obligations to the University.
- j. If a student is taking courses assessed at two different tuition rates, the tuition waiver benefit credit hour or percentage allowances will be applied first to the course(s) which match the admitted status of the student.
- k. Courses taken during an "interterm" session will be counted against the two course per term limit and the per term credit hour limits under this policy for the combination of that interterm and its associated (succeeding) regular term. For this purpose, courses and their credits will be counted in their order of registration for either the interterm or its associated regular term. See also section B. 5.
- l. Dependency of children and marital status or domestic partner relationship for employees is determined at the time of enrollment in coursework and cannot be changed for that term. In the event of retirement, disability or death of an employee dependency of children and marital status or domestic partner relationship are determined as of the date of such event and may not be added to thereafter.
- m. The University reserves the right at all times to cancel courses if paid enrollment is not sufficient to support their continuance, or for any other reason deemed sufficient by the University.
- n. In the event of double eligibility for a tuition waiver under this policy (e.g. both as an employee and as a dependent), only the higher level of eligibility will apply, except that a dependent who is a graduate or teaching assistant may not also use the tuition waiver benefit. Examples include, but are not limited to:
 - i. Employee being a graduate teaching or research assistant and an appointed employee of the University.
 - ii. If both parents are employed at the University, children will be entitled only to benefits through one parent.
 - iii. If both spouses are employed at the University, each may use

only their own tuition waiver benefit.

- o. The tuition waiver program is separate from financial aid. An employee, spouse, same sex domestic partner or dependent child may, therefore, combine benefits awarded under this policy with need-based or activities or merit based financial aid (e.g. athletics and graduate scholarships), except for awards offered through the Office of Admissions, which may not be combined and in which case University support will be limited to tuition waiver benefits. In no instance may a combination of benefits under this policy and activities or merit based financial aid awards, including room grants, exceed the total amount of tuition and covered fees.

B. DEFINITIONS

1. Full-time employees are those on at least a 35 hour per week appointment.
2. Part-time employees are those who are on at least a 20 hour per week appointment or those whose appointed responsibilities are at least half of those of full-time faculty.
3. The term “child” means a natural born child, adopted child (other than a child whom the University reasonably determines was adopted primarily for the purpose of making him or her eligible for tuition waivers pursuant to this policy), or step-child of the employee, or natural born child or adopted child of the employee’s spouse or domestic partner.
4. The term “dependent child” refers to a child, as defined above, who is either:
 - a. a dependent child according to the regulations of the Internal Revenue Service, and who is claimed as such on the employee’s and/or spouse’s or domestic partner’s joint or separate tax returns, or
 - b. a child for whose educational support the employee is financially and legally responsible (such as through a divorce agreement), and whose dependency has not been so established for the purpose of using the tuition waiver privilege.
 - c. The Human Resources Department may require proof of dependent status at any time.
5. “Term” means quarter or semester, depending upon the program of study. “Interterm” sessions are considered to be part of their associated regular academic terms and are deemed to be held prior to the regular term. Each term and its associated interterm are counted as a single term for the purpose of applying the per term credit hour limit for employees, spouses or domestic partners.
6. “Annual”, as used in the context of the credit hour limits stated in sections D. and E. of this policy, means the tuition waiver benefit year which begins anew with the Summer term of each academic year.

7. The terms “graduate” and “undergraduate”, as they are to be applied to a particular beneficiary under this policy (employee or dependent), will be defined and determined by the admitted status of the student, independent of the level of course, or courses, being taken.

C. PROCEDURES

1. A tuition waiver form is required to enroll in classes under the tuition waiver privilege. Tuition waiver forms are available from the Benefits Office of the Human Resources Department, and must be returned to the Benefits Office upon completion.

2. Actual registration, including any changes, whether additions or drops, which affect the tuition waiver requested must be processed through the Office of Student Financial Services.
3. Questions or requests for clarification or interpretation of policy shall be directed to the Benefits Office of the Human Resources Department, except for matters relating to the interaction of financial aid and scholarships with tuition waiver benefits which shall be the responsibility of the Office of Student Financial Services.

D. TUITION WAIVER BENEFITS

1. Benefits under the tuition waiver privilege are subject to the following limitations.
 - a. Active employees are subject to annual and per term credit hour limits as set forth in the following tuition waiver privilege benefits tables.
 - b. In addition to the annual and per term credit hour limits cited above, employees are also subject to a maximum of two courses per term under the tuition waiver privilege, with the following two limited exceptions:
 - i. If two courses are required or expected to be taken together, such as a chemistry course with a companion lab, those two courses will be counted together as one course for the purpose of this policy provision.
 - ii. If two courses add up to fewer credit hours than allowed under previous policy credit hour per term limits (5cr for full-time, 4cr for $\frac{3}{4}$ time, and 3cr for $\frac{1}{2}$ time employee), then an additional course will be permitted, but the tuition waiver benefit will be limited to the previous per term credit hour limits cited above.
 - c. Tuition waiver benefits for employees shall be limited in any term by whichever of the above per term or annual limits first applies.
 - d. Spouses and same-sex domestic partners are subject to the per term credit hour limits set forth in the following tuition waiver privilege benefits tables.
 - e. Benefits for dependent children are governed by the waiver percentages in the following tuition waiver privilege benefits tables.
 - f. Benefits for former employees (retirees, permanently disabled and deceased employees, lay-offs) are governed by the limitations set forth in the following tuition waiver privilege benefits tables, except for lay-offs which are governed by section A.5.e. of this policy.

E. Tuition Waiver Benefits Tables

Table I: Tuition Waiver Benefits for Employees
<i>(based on level of employment)</i>

Employee Status	Full-Time	$\frac{3}{4}$-Time	$\frac{1}{2}$-time
Per term credit hour limit	9	7	5
Annual credit hour limit beginning in time for:			
Summer Term	20	16	12
Fall Term	15	12	9
Winter Term	10	8	6
Spring Term	5	4	3
Employees are also subject to a general limit of 2 courses per term. Tuition waiver benefits for employees shall be limited in any term by whichever of these per term or annual limits first applies.			

Table II: Tuition Waiver Benefits for Spouses and Same-Sex Domestic Partners of Employees			
<i>(based on level of employment for employee)</i>			
Employment Status	Full-Time	$\frac{3}{4}$-Time	$\frac{1}{2}$-Time
Per Term credit hour limit	5	4	3

Table III. Tuition Waiver Benefits for Dependent Children of Employees						
<i>(based on level of employment for employee)</i>						
Employment Status	Full-Time		$\frac{3}{4}$-Time		$\frac{1}{2}$-Time	
	Ugrad	Grad	Ugrad	Grad	Ugrad	Grad
With tenure or 5 years of service	90%	50%	60%	35%	45%	25%
Without tenure or 5 years of service	70%	50%	45%	35%	35%	25%

Table IV. Tuition Waiver Benefits for Former Employees & Their Dependents				
Employment Status	Employee	Spouse/Domestic Partner	Undergrad Dependent Child*	Graduate Dependent Child*
Retired Full-Time Employee	5 credits/term	5 credits/term	90% and limited to undergrad degree (to 190 hours) or age 25,	50% and limited to 5 years from date of retirement

			whichever comes first	
Permanently Disabled or Deceased Full-Time Employee with tenure or five years of service	100% and limited to 5 years from date of disablement	100% and limited to 5 years from date of death or disablement of employee (EE)	90% and limited to undergrad degree (to 190 hours) or age 25, whichever comes first	50% and limited to 5 years from date of death or disablement of EE, or age 25, whichever comes first
Permanently Disabled or Deceased Full-Time Employee with at least three but less than five years of service	100% and limited to 5 years from date of disablement	100% and limited to 5 years from date of death or disablement of employee (EE)	70% and limited to undergrad degree (to 190 hours) or age 25, whichever comes first	50% and limited to 5 years from date of death or disablement of EE, or age 25, whichever comes first
*Only those children who are enrolled in and taking classes at the time of the employee's retirement, death or disability shall be eligible for these benefits.				