

	<b>Policy:</b> <b>Employee Tuition Waiver  and Dependent Discount</b>	<b>Page 1 of 3</b>  plus 2 attachments
	<b>Issued: June 21, 2006</b>	<b>Revised:</b>

**I. POLICY**

The tuition waiver program is designed to assist employees and their dependents to expand their education through courses at Mesa State College.

**II. AUTHORITY FOR CAMPUS POLICIES**

The Mesa State College Board of Trustees has approved this benefit program. (September 15, 2004 and May 22, 2006).

**III. PURPOSE**

Employees of Mesa State College are encouraged to expand their education for job-related and career-enhancement purposes. As an added benefit and to assist in recruiting and retaining faculty and staff, spouses and dependents of employees also enjoy a tuition discount.

**IV. DEFINITIONS AND GUIDELINES**

A. Dependent - A dependent is one who satisfies the general eligibility requirements for purposes of eligibility for employee health insurance benefits under Mesa State College health insurance.

B. Employee – A non-temporary Mesa State College employee with appointment of, or employed at, 0.5 FTE or greater during the fiscal year.

C. Fiscal year – July 1 through June 30 of each calendar year.

D. Spouse – The spouse of an employee pursuant to a marriage recognized by the laws of the State of Colorado, if such spouse is not divorced or legally separated from employee.

E. Tuition – In-state, resident cost of attendance at Mesa State College, exclusive of course fees, books, or other costs.

## V. PROCEDURES

### A. Employee Tuition Waiver

1. As stated in the Professional Personnel Handbook, employees may have tuition waived for job-related and career enhancement undergraduate, graduate, or non-credit courses that are offered by the College.
2. Tuition waivers are limited to nine (9) semester hours per academic year.
3. Tuition waivers are limited to classes with space available, without eliminating a tuition-paying enrollee.
4. Employee must obtain written approval from his supervisor and the President or his designee prior to enrolling in the course or training. No request shall be approved unless the President or his designee concludes that enrollment in the course or training will benefit the State and enhance the employee's performance.
5. Employees enrolling in a class which meets during regular work hours must obtain approval from their supervisor and either make up the time lost or charge it to vacation leave.
6. The monetary value of any employee tuition waiver may be subject to income taxation. It is the employee's responsibility to insure compliance with Internal Revenue Code requirements.

### B. Tuition Discount for Spouse and Dependent

1. A spouse and/or dependent of an employee is eligible for a tuition discount for undergraduate, for-credit coursework at Mesa State College.
2. Eligible spouse and/or dependent is eligible for a 50% tuition discount of the student's in-state tuition for up to six (6) credit hours per fiscal year.
3. Employee must furnish to the Controller of Mesa State College certification of the relationship between the employee and the eligible current spouse or dependent prior to approval of tuition discount. The Controller may request documentation for verification of status of spouse or dependent such as:
  - a) First page of 1040 tax form showing relationship of dependent status
  - b) Copy of dependent's birth certificate
  - c) Copy of employee's marriage license or other legal document that is accepted at the discretion of the controller of Mesa State College.

A failure to provide certification or the failure to provide documentation, when requested, will result in a denial of tuition discount. A falsification of certification of dependency will result in the requirement that any tuition benefit received be repaid.

3. Spouse or dependent must first meet Mesa State College's admission requirements and pay applicable course fees. Spouse or dependent are subject to the same admission requirements, course availability, and registration processes as other students.

## **VI. RESPONSIBILITY**

- A. Supervisor – is the first person to approve an employee's personal tuition waiver, verifying that the employee is eligible for the waiver and that the requested classes do not conflict with regular work hours or that appropriate arrangements have been made. The supervisor must also affirm that the requested class is job-related or that it will enhance the career of the employee.
- B. Controller – will verify, as appropriate, that the spouse or dependent of an employee is eligible for tuition discount
- C. Business Office – confirms the status of employee for purpose of personal tuition waiver and spouse and dependent eligibility for discount, and notes the Payroll ORG number for purpose of tax reporting; applies the appropriate credit to the student's account
- D. College President or Designee – Approves all requests for employee tuition waiver
- E. Registrar's Office – confirms that space is available for employee in class without eliminating a tuition-paying student.

## **VII. ATTACHMENTS**

- A. Employee Tuition Waiver for Noncredit, Undergraduate, and Graduate Credit Courses
- B. Certification of Dependent Status





# Certification of Dependent Status

Employee Name: \_\_\_\_\_ 700# \_\_\_\_\_

**Part A: Tuition discount for spouse**  
Complete this part to request tuition discount for spouse

I hereby affirm that I am legally married to \_\_\_\_\_, my spouse.  
(name of spouse)

**Part B: Tuition discount for dependent**  
Complete this part to request tuition discount for dependent

Dependent Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

1.  Yes  No. Does this dependent meet all of the dependent eligibility requirements listed below?

To be eligible for tuition discount, the dependent child, if over age 19, must:

- a. Be unmarried;
- b. Be less than 25 years of age; and
- c. Meet one of the following criteria:
  - financially dependent on employee or employee's spouse
  - OR
  - reside at the same legal residence as employee or employee's spouse

**Certification and Understanding**

I certify that all of the information stated above is true and correct in all respects.

I understand and agree that Mesa State College has the right to deny the tuition discount and/or impose discipline if any of the information on this Certification of Dependent Status or as otherwise provided by me to the College is materially false, inaccurate, or misleading.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Approved: \_\_\_\_\_, Controller

Date: \_\_\_\_\_

**Route completed form to Business Office for Final Processing on BANNER**