

Civil Service Tuition & Fee Waiver for University Courses Guidelines

This form ([Civil Service Tuition and Fee Waiver Application](#)) should be completed by the employee and approved by the employee's supervisor and the Benefits Office before beginning coursework each semester. FAILURE TO RECEIVE AN APPROVED WAIVER PRIOR TO THE BEGINNING OF COURSEWORK EACH SEMESTER MAY RESULT IN THE EMPLOYEE BEING HELD FINANCIALLY RESPONSIBLE FOR COURSES TAKEN. If any changes should occur after this waiver has been approved, a revised waiver must be submitted. Please notify the Benefits Office of withdrawal from courses for which tuition and fees were waived.

The number of credit hours may not exceed the following:

	Academic Term	Annual
Full time employee	6 credit hours	18 credit hours
3/4 time employee	4 credit hours	12 credit hours
1/2 time employee	3 credit hours	9 credit hours

For courses held during the employee's work schedule, the employee may be excused to attend classes up to a maximum of FOUR clock hours per week or the number of clock hours required to attend one course, whichever is greater.

Employees must meet admission requirements, as stated in the catalogue, in order to enroll in courses at the University. Contact the Admissions Office for admissions procedures. A SEPARATE WAIVER FORM MUST BE APPROVED IN ORDER TO WAIVE THE APPLICATION FEE AND IS AVAILABLE IN THE BENEFIT SERVICES OFFICE. Upon approval, a copy of the waiver will be sent to the employee. Employees who do not receive a copy of the approved waiver should contact the Benefit Services Office to verify that the waiver form was received. CIVIL SERVICE BI-WEEKLY EMPLOYEES: PLEASE READ INFORMATION ON BACK SIDE!!

Time Card Recording - Class Flex Schedules

Employees who take classes during regularly scheduled work hours must reflect actual hours worked both on days they take the classes and also the days in which the time is made up. If made up within the same work week as the class day, no overtime will be paid on the makeup day, even if it exceeds the standard work day (7.5 or 8.0 hours).

This is in accordance with BOT policy (Sec. II C 7h (2)); the payroll system will not automatically calculate overtime.

Example: Employee John Doe works 5 hours and takes 2.5 hours of classes on Monday. Record 5.0 hours worked for Monday. He makes up the time on Wednesday of the same week by working 10.0 hours. Record 10.0 hours worked on Wednesday.

Department of Human Resources
Benefit Services

* NOTICE REGARDING CONTINUING EDUCATION COURSES * *

The eligibility criteria for approval of a tuition and fee waiver includes employment data, courses that are curriculum courses issued for credit, supervisor approval, work schedule indicated on the waiver and makeup time specified—if applicable.

Please note that some continuing education courses, ie: sponsored courses, may not accept our tuition and fee waiver for course fees. Since these courses are curriculum courses issued for credit we can not deny your waiver. However, the School of Adult and Continuing Education Office may not accept the waiver for sponsored courses. An approved tuition and fee waiver does not exempt an employee from the rules of the University, Admissions Office or the School of Adult and Continuing Education Office.

If you are enrolled in a continuing education course, specifically a sponsored credit course, and will be submitting an approved tuition and fee waiver to cover the tuition and fees for the course(s) please verify with the School of Adult and Continuing Education Office that the waiver will be accepted.

If you have any questions regarding your tuition and fee waiver benefits please call Benefit Services at ext. 5825.

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