

Utah Tech University Policy

344: Tuition Waivers for Employees, Retirees, and Dependents



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I. Purpose

- 1.1 This policy outlines the education benefit (tuition waiver) available as an employment benefit and professional development opportunity for designated Utah Tech University (“the University”) employees, (including retired and emeriti employees), their spouses, and their dependents.

II. Scope

- 2.1 This policy applies to the University’s employee who meets specific employment criteria outlined in this policy, and who follows the required proper procedures as defined in this policy.

III. Definitions

- 3.1 **Budget-Related Course:** A University Course for which regular Utah Board of Higher Education (UBHE)-approved tuition is charged for the course (as outlined on the University’s Tuition and Fee Schedule website), which results in the tuition revenue flowing into the General Fund, as defined by University Policy 204.
- 3.2 **Dependent:** Defined for the purpose of this policy as the unmarried biological, step, adopted, or foster child of a Full-Time Employee that is under the age of 26 at the time of eligibility (see Section 4.7).
- 3.3 **Full-Time Employee:** An individual whose employment status at the University is expected to last nine (9) consecutive months or longer, working 75 percent or more of the normal possible annual working hours for that position. This includes individuals working consistently 30 hours or more weekly on a 12-month basis, and those working 75 percent or more for at least nine (9) consecutive months in jobs where the normal

possible working hours are less than 2,080 hours (full-time annual equivalent).

- 3.4 **Online-Only Program:** An academic program of study in which all courses can be completed entirely online, thus involving no on-campus presence for degree completion. A complete listing of these programs is online at <https://online.utahtech.edu/programs/>.
- 3.5 **Part-Time Instructor:** A University Faculty employee who meets the definition of P/T Instructor Track Faculty or P/T Clinical Instructor as defined in University Policy 638.
- 3.6 **Regular Fees:** Mandatory student fees associated with taking a Budget-Related Course at the University which support a variety of University functions, such as Athletics, student clubs, student programs, University technology, buildings, etc. These mandatory fees are not assessed to a student enrolled in an Online-Only Program.
- 3.7 **Regular Undergraduate Tuition:** The sum of money charged by the University for teaching or instruction each Semester, which sum is established by the University and approved by the Utah Board of Higher Education. Regular Undergraduate Tuition is reflected in the University's online catalog (catalog.utahtech.edu) and does not include graduate tuition for a Master's or doctorate program, as graduate tuition is established by the individual graduate programs.
- 3.8 **Retired or Emeriti Employee:** Defined for the purpose of this policy as an employee who left employment with the University after working for the University at least five (5) years in a full-time position and having reached eligibility for early or phased retirement (see University Policy 359) or full retirement age as defined by the Social Security Administration.
 - 3.8.1 **Medical Retiree:** Defined for the purpose of this policy as an employee who left employment with the University while full-time, but who was unable to continue working due to medical reasons and was approved/transitioned to the University's Long-Term Disability (LTD) benefit for future compensation.
- 3.9 **Semester:** Defined for the purpose of this policy as a partial-year term at the University. For the purposes of eligibility for employee, retiree, and dependent tuition waivers, a Semester includes the University's three named terms: Spring Semester, Summer Semester, and Fall Semester.
- 3.10 **Special Fees:** Those fees associated with specific courses, such as laboratory fees, online course fees, field trips, individual instruction,

inclusive access, differential tuition, and consumable materials fees.

- 3.11 **Spouse:** Defined for the purpose of this policy as the legally married partner of a Full-Time Employee at the time of eligibility (see Section 4.7).

IV. Policy

- 4.1 An employee tuition waiver described in Section 4.2 may be applied to Regular Undergraduate Tuition for University Budget-Related Courses and to a Budget-Related Online-Only Program. Unless otherwise specified, no distinction is made between courses taken on a credit or audit basis.
- 4.1.1 Non-credit, community and continuing education, Short-Term Intensive Training (STIT) including Communication Organization and Leadership Degree Completion, Institute for Continued Learning (ICL), Concurrent Enrollment, Peace Officer Standards Training (POST), English as a Second Language (ESL) courses, Road Scholar courses, and other self-support workshops are not Budget-Related Courses and therefore are ineligible for an employee tuition or fee waiver.
- 4.2 For a Full-Time Employee, the University will waive full Regular Undergraduate Tuition for Budget-Related Courses or 50% of Regular Undergraduate Tuition for an Online-Only Program's tuition and will not assess Regular Fees to the Full-Time Employee. Special Fees are not included in the tuition waiver and must be paid by the employee.
- 4.2.1 A Full-Time Employee who is Faculty may not take classes during the employee's scheduled teaching times.
- 4.2.2 A Full-Time Employee who is a Staff member may take one class of up to four (4) credits of coursework per Semester during work hours under the following conditions:
- 4.2.2.1 The course is part of a certificate or degree program and/or will enhance the employee's skills in a way that benefits the University.
- 4.2.2.2 The employee's supervisor approves and has arranged for operational coverage if needed so that there is no lapse in delivery of the University's services due to the employee's class participation.
- 4.3 The University will waive the University's Regular Undergraduate Tuition for Budget-Related Courses and 50% of Online-Only Program tuition for a Spouse or a Dependent of Full-Time Employees if the Spouse or

Dependent meets the definitions established in this policy and this policy's procedures are followed. Regular Fees and Special Fees are not included in the tuition waiver for a Spouse or Dependent.

- 4.4 The University will waive Regular Undergraduate Tuition and 50% of Online-Only Program tuition for a retired or emeritus employee, their Spouse, and their Dependent(s) in the same manner for a Full-Time Employee, as explained above.

- 4.4.1 The University will waive Regular Undergraduate Tuition and 50% of Online-Only Program tuition for a Medical Retiree employee, their Spouse, and their Dependent(s) based on the following factors:

- 4.4.1.1 Status of a Dependent is determined based on the effective date of when the employee transferred to LTD payments.

- 4.4.1.2 If the employee does not meet the criteria for Retired or Emeriti status as defined in Section 3.8 at the time the employee's disability payments begin, the University will continue the tuition waiver benefit for a period up to ten (10) years, provided the Spouse and Dependents meet the other criteria described in, and follow the procedures required by, this policy.

- 4.5 The University will waive Regular Undergraduate Tuition and 50% of Online-Only Program tuition for up to four (4) credit hours per Semester, and will not assess Regular Fees to a Part-Time Instructor who teaches credit-bearing, non-concurrent enrollment courses. Special Fees are not included in the tuition waiver and must be paid by the employee.

- 4.5.1 Only Part-Time Instructor faculty members who teach credit-bearing and non-concurrent enrollment classes are eligible for a tuition waiver.

- 4.5.2 Tuition will be waived only for the Semester in which work for the University is performed by the Part-Time Instructor.

- 4.6 Should a Full-Time Employee pass away while actively employed by the University, the tuition waiver may continue to be available for the employee's Spouse and Dependents who meet the definitions in this policy as follows:

- 4.6.1 If the employee would have met the criteria for Retired or Emeriti status as defined in Section 3.8 at the time of death, the University will consider the employee as "Retired" under this policy for

purposes of receiving a tuition waiver benefit.

- 4.6.2 If the employee did not meet the criteria for Retired or Emeriti status as defined in Section 3.8 at the time of death, the University will continue the tuition benefit for the employee's widowed Spouse and the employee's Dependents for a period up to ten (10) years, provided the Spouse and Dependents meet the other criteria found in, and follow the Procedures under, this policy.
- 4.7 A Full-Time Employee/Spouse/Dependent's or Part-Time Instructor's eligibility for a tuition waiver under this policy is determined based on the date of the University's first day of classes/courses each Semester.
- 4.8 The University complies with IRS tax codes regarding the tuition waiver benefit.

V. References

- 5.1 University Policy 204: Budget Process
- 5.2 University Policy 301: Personnel Definitions and Classifications
- 5.3 University Policy 359: Early and Phased Retirement
- 5.4 University Policy 638: Part-Time Instructor Track Faculty
- 5.5 Utah Tech University Tuition and Fees Schedule:
<https://catalog.utahtech.edu/tuitionfees/>

VI. Procedures

- 6.1 The employee's tuition waiver application form is available on the Human Resources' webpage.
- 6.2 A tuition waiver is granted by the University on a single Semester basis.
- 6.3 A completed application for a tuition waiver must be submitted by the employee to Human Resources before the end of the first week of the Semester for which the tuition waiver is sought. Without a completed tuition waiver submitted by this time, an employee, Spouse, or Dependent may be dropped from a course (or courses) due to unpaid tuition.
- 6.4 The employee is responsible for completing the tuition waiver process (application and approvals) each Semester by the established deadlines. Human Resources submits completed and approved waivers to Financial Aid and Business Services on or by established deadlines in order for the

waiver to be applied to the employee/Spouse/Dependent's student account.

VII. Addenda – N/A

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