Policy ID:	ADM-EMP-1 Revision 1 .2 Status: C
Title:	Tuition Waiver Program
Description:	Full-time active employees are eligible for tuition waivers. Unused active employee waivers are transferable to spouse, partner, and/or dependents. UCO defined retired employees are eligible to audit coursework at UCO up to six hours per semester but are restricted to retiree use only.
Category:	Human Resources
Applies to:	Staff,Faculty,Department
Contact:	*Human Resources* - *(eligibility of dependents and policy administration)* *Student Financial Services* - *(to designate dependent to receive funds or apply waiver to summer course(s))* *Enrollment Management* - *(admission and enrollment requirements)*
Purpose:	The Tuition Waiver Program is designed to offer active employees, dependents, and UCO defined retired university employees the opportunity to participate in educational opportunities through course work at UCO.

Policy Statement:

Benefit

The tuition waiver applies to tuition assessments only. Other assessments including fees, books and lab costs are not included. The tuition waiver is based on an annual maximum dollar amount. Every full-time employee is allocated $1,500 per year, limited to $750 per semester. If an active employee has not depleted the waiver 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 for up to six hours of Audit category, nontransferable, tuition waiver credits each semester.

Eligibility

A full-time employee must complete the six-month transition period prior to gaining eligibility for employee tuition credit. The waiver can be transferred to eligible spouse, partner, and/or dependent. Eligibility of a dependent is based on IRS-approved guidelines.

Retired UCO employees are eligible to enroll in six hours of UCO course work in an audit capacity per semester under the institution's Tuition Waiver Program. The opportunity to audit classes is not transferable by the retiree. Hours expire at the end of each semester, block, and term or intersession period.

Individuals participating in the Tuition Waiver Program must observe academic and enrollment management policies and procedure requirements. The program waives the cost of tuition, but does not waive fees and other assessments.

The employee must furnish initial documentation of proof regarding the relationship between the employee and the eligible current spouse or partner or dependent, i.e. first page of 1040 tax form, birth certificate or other acceptable legal document at the discretion of an authorized UCO official. This documentation requires updating upon the request of an authorized UCO official.

Restrictions

The Tuition Waiver Program cannot be applied towards correspondence courses, cooperative courses taught by other institutions, courses taught through the Downtown Consortium and courses outside the regular credit offering by UCO.

Full-time employees enrolling in a class meeting during regular work hours must obtain approval from their 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 requirements. Resolution may include a combination of options.

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

In compliance with current IRS tax law, the University paid portion of IRS-defined graduate level courses/fees may be considered taxable income.

Glossary of Terms:

Tuition Waiver – UCO tuition cost paid by the University.

Full-time University Employee – classified as full-time with benefits (staff and faculty).

Retiree - Former UCO employee retired through the Oklahoma Teachers Retirement System. Employee must be an UCO employee at the time of retirement to be eligible for benefit. Employee must complete ten years of continuous service at UCO to qualify as a UCO retiree.

Spouse – a legally recognized marriage partner, a husband or wife.

Partner – two individuals of the same or different gender who have entered into a relationship which is the functional equivalent of a marriage.

Dependent – defined by the IRS-approved guidelines to determine dependent status.

IRS – Internal Revenue Services, a department of the United States government.

Semester – a common time period during which courses are offered. UCO offers fall, spring and summer semesters.

Course – Structured sessions offered over a semester period for academic credit or audit.

Admission Requirements – coordinated by the Oklahoma State Regents for Higher Education and UCO Enrollment Management.

Legal Citation:

Campus Links: *Enrollment Management*

Human Resources

Student Financial Services

FAQs:

Formerly known as: Tuition Waiver Program

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