

Contact: Marcia Brunson

REPORT ON TUITION ASSISTANCE PROGRAMS

Actions Requested: Receive the report outlining tuition assistance programs at the three universities and their peers and the programs in place at the special schools.

Executive Summary: During the salary presentations by faculty and staff groups at the May 2006 Board meeting, tuition assistance programs available at the institutions were discussed. In response to questions by the Board, the following is a summary of those programs in place at the universities and special schools. Information on tuition assistance programs at peer universities is provided in Attachments A, B, and C.

University of Iowa

Eligibility requirements for centrally funded tuition assistance program – faculty, P&S staff, and merit staff who hold regular appointments, with the exception of merit exempt, merit confidential and P&S funded through UIHC, of 50% time or more and have been employed for at least one year.

Tuition assistance support (100% tuition for up to 4 credit hours per semester) is limited to tuition for one course (up to four semester hours) based on the Resident tuition listed in The University of Iowa's Tuition Schedule (all MBA programs are paid out at current on-campus MBA rates). Assistance for external coursework will not exceed SUI resident undergraduate or graduate tuition rates. Assistance for external coursework is on a reimbursement basis upon successful completion of course.

The allocated amount for FY 2006 is \$234,549.75. (This includes the Staff Tuition Grant account - \$162,002, Tuition Assistance Program account - \$24,000, Staff Council Coke fund - \$20,000 and \$28,547.75 encumbered from FY05). To date in FY 2006, 305 tuition grants have been awarded. All applications for tuition assistance have been funded.

The projected amount for FY 2007 is \$215,642. (This includes the Staff Tuition Grant account - \$171,642, Tuition Assistance Program account - \$24,000 and Staff Council Coke fund - \$20,000).

Iowa State University

Eligibility requirements for tuition assistance – Professional and scientific or merit staff who has been employed for at least six months of continuous service.

Eligible staff may apply for tuition assistance three times each year (fall, spring, summer semesters) and may be granted assistance for up to three credit hours in each semester. Priority is given to those employees who are taking courses related to career advancement within the university. Courses do not have to be taken at ISU.

The budgeted amount for tuition assistance in FY 2006 was \$292,673. To date in FY 2006, 391 tuition grants have been awarded. The university notes approximately a \$60,000 unmet need in FY 2006.

The FY 2007 proposed budget for tuition assistance is \$294,868. At the request of the P&S Council, the university is evaluating the cost of increasing the number of credit hours that may be reimbursed from 3 hours to 4 hours.

University of Northern Iowa

Eligibility requirements for tuition assistance – Professional and scientific and merit staff holding permanent positions with at least six months of active service.

Tuition assistance on a reimbursement basis is available for courses offered at UNI or accredited post secondary institutions. Reimbursement will be made upon successful completion of the coursework. The amount of reimbursement is dependent upon the number of qualifying applicants.

The budgeted amount for FY 2006 is \$50,000. To date in FY 2006, 70 employees have received assistance. The reimbursement amount based upon the budget amount will be approximately 75% of the tuition cost.

The proposed budget for FY 2007 for staff tuition assistance is \$50,000.

Iowa School for the Deaf

Eligibility for tuition assistance – permanent full-time faculty and staff who have completed one year of service.

Approval for assistance is at the sole discretion of the superintendent. Coursework must have relationship to work performed at ISD or to meet new needs that the school may have. Tuition (not to exceed tuition rates at Regent Universities) is reimbursed for successful completion of the course.

In FY 2006, the \$20,976 was budgeted for both tuition assistance and workshop fees/expenses. Fifteen employees received tuition assistance to date in FY 2006. The school indicates all requests have been funded.

The proposed budget for tuition assistance and workshop fees/expenses for FY 2007 is \$26,082.

Iowa Braille and Sight Saving School

Eligibility for tuition assistance – full-time faculty and staff who have completed at least one year of service. Part-time employees who have completed one year of service are eligible for benefits at a reduced rate.

Assistance is provided at the sole discretion of the superintendent. Requests for assistance will be approved based upon priorities established by the school. Requests for graduate level vision classes at UNI are given first priority. Requests for coursework for Paraprofessional and Disabilities Career fields receive second and third priorities.

Courses may be reimbursed at 100% dependent upon availability of funds.

The FY 2006 budget for tuition assistance is \$12,000. To date in FY 2006, seven employees have received assistance. All requests for reimbursement have been supported during the year.

The proposed budget for tuition assistance in FY 2007 is \$12,000. As the school works toward a very different service delivery system and as new priorities are determined, it is anticipated there will be an increased need for staff professional development which may or may not involve tuition reimbursement.

Peer Institutions – University of Iowa

	Minnesota	Penn State	Michigan State	Northwestern
Benefits	<p><u>Civil Service Employees</u> - Covers tuition for two credit courses per semester.</p> <p><u>Faculty & Staff</u> - Covers tuition for two credit courses per semester. No program for external coursework.</p>	<p><u>Waiver Program</u> - available only at Penn College of Technology - limited to two credit courses per semester; fee waived.</p> <p><u>Penn State Coursework</u> - 75% coverage for two credit courses.</p> <p><u>Reimbursement Program</u> - for external institutional use only - two credit courses covered.</p>	<p>50% of the applicable resident undergraduate on campus credit fee.</p> <p>No funding for external institutions.</p>	<p>75% tuition coverage for grad work (employee only). 85% tuition coverage for undergrad coursework (employee, spouse and children).</p> <p>Reduced tuition benefits 35% available to employee's spouses and dependent children.</p>
Cost Calculation	<p>Tuition calculated as a part of fringe benefit pool.</p>	<p><u>Waiver Program</u> - waives fees entirely - available only at Penn College of Technology.</p> <p><u>Penn State Coursework</u> - Covers 75% of tuition for two credit courses.</p> <p><u>External institutions</u> - covers 75% of tuition for two credit courses</p>	<p>Reimbursement</p>	<p>Reimbursement</p>
Restrictions	<p>Benefit only covers tuition, and not other fees. Must be "credit" coursework. Exception - noncredit math courses are eligible.</p>	<p><u>Waiver Program</u> - cannot repeat courses</p>	<p>The reduction in tuition is not applicable while enrolled at any other institution.</p>	<p>A maximum allowance of up to \$8000 is allowed each year for employees or their children/spouses.</p>
Criteria	<p>Faculty and staff who are 75% time or more, employed the semester prior to receiving benefit. Families of employees may received "resident tuition rates"; no tuition assistance available for families.</p>	<p>Open to full-time employees, spouses and unmarried dependent children and retirees.</p> <p>Coverage immediate upon hire.</p>	<p>Open to employee, spouse, domestic partner, dependent children.</p> <p>Full-time employees (faculty and staff), retirees with 60 service months of employment.</p>	<p>Immediate coverage for employees. Five required years of service or more for dependent program. Full-time staff and half-time faculty status required. Retirees who are 55 or older and worked 10 years.</p>

	Indiana	Wisconsin	Ohio State	Michigan
Benefits	100% fee covered for faculty, staff, retirees with a pro-rated cap for each campus. Children and Spouses - 50% coverage undergrad rates only.	<u>Faculty and Staff</u> - Pays up to five credit hours in any academic term. <u>No Children/Spouse Benefit.</u> Coursework encouraged at UW but may be taken at any state-accredited public or private higher ed institution.	Faculty and Staff - Pays for tuition up to 100% - \$5000 cap per quarter. Children/Spouses - 50% of tuition.	75% coverage on <u>Michigan coursework</u> up to 4 credit hours per semester. <u>Non-Michigan courses</u> - 75% of the cost of fee or \$1006 per term. <u>No Children/Spouse programs.</u>
Cost Calculation	Reimbursement	Reimbursement	Reimbursement	Reimbursement
Restrictions	Prorated individual cap for each campus. See attached table.	Reimbursement for course at private institutions limited to the rate of an equivalent course at the home institution.	You are not eligible to receive tuition assistance benefits as both an employee and as a dependent.	Part-time status - from 50% to 100% - the tuition coverage is prorated accordingly (ex: 80% of 75% coverage for an 80% time employee).
Criteria	Appointed full-time (100%) faculty and staff employed by the end of first week of the semester - immediate benefit. Retirees, Children and Spouses receive same benefit. Does not need to be work-related.	50% time or greater appointment. Must be work-related.	Regular employees (faculty, staff) appointment of 75% or more with three years of continuous service. Credit courses must be completed with a passing grade/otherwise individual must pay back tuition costs. Does not need to be work-related.	Regular full-time and part-time employees (50% or more) with nonbargained for appointment. Must be employed six months to receive benefit. Coursework must be work-related. Credit courses for a grade of C or better.

	Illinois	Purdue	Iowa	UCLA
Benefits	<p><u>Civil Service Employees</u>- 100% time - tuition waiver up to 11 credit hours per semester. May also take courses at one of UI campuses or other State Univ. Civil Service System institutions. <u>50-99% time employee</u> - max of five credit hours per semester. <u>Academic Prof/Faculty and Retirees</u> - tuition waiver and fee exemption from any UI campus (UIC, UIS, UIUC) - limits on number of credit determined by the Grad College. <u>Child</u> - 50% tuition waiver.</p>	<p><u>Faculty and Staff</u> - tuition remission up to 7 credit hours per semester (reduced for summer). <u>Spouse</u> - up to 7 credit hours per semester (see restrictions). <u>Child</u> - no limit</p>	<p><u>Faculty and Staff</u> - 100% tuition coverage up to 4 credit hours per semester for eligible employees. <u>External Coursework</u> - tuition paid at rate equivalent to UI Liberal Arts undergrad or Graduate College tuition costs. <u>No Children/Spouse benefit.</u></p>	<p><u>Reduced Fee Enrollment</u> - for career employees, 50% time or greater who are past probation (6 months). Applicable for all non-represented Staff employees except those in Senior Management Group positions. <u>Professional Development Program</u> - Departments may reimburse employees for all, or part of remaining expenses. (Criteria and approval process varies greatly.)</p>
Cost Calculation	Reimbursement	Reimbursement	Reimbursement	<p><u>Reduced Fee Enrollment</u> - covers 66% of Registration and Educational Fees for regular session courses. Remaining expenses can be submitted to one's Department (See the Prof. Dev. Program). <u>University Extension Classes</u> - provides payment of 25% of the fees for employees.</p>
Restrictions	<p>Civil Service - 50% reduction of credit hours allowed for summer semester. Waiver is less per semester at Other State Univ Civil Service System and varies per % of employment.</p>	<p>Spouse - employee must be employed two years for spouse to receive remission</p>	<p>Must be employed for one year or more. Must not be receiving sufficient funds from employers department. No Children/Spouse programs.</p>	<p>No programs for spouses/partners or children. <u>Reduced Fee Enrollment</u> also excludes staff in Senior Management Group positions.</p>
Criteria	<p>Civil Service - employed in a 50% - 100% appointment . Academic - 25% or more of full-time service, not less than three-fourths of a term.</p>	<p>Faculty and Staff - 50% time or greater permanent . Must be employed the end of the first six weeks of classes.</p>	<p>Regular faculty and staff (50% or more) who have been at the UI for one year or more. College credit courses. Must be work-related or working on undergrad degree.</p>	<p><u>Reduced Fee Enrollment</u> - career employees, 50% time or greater who are past probation (6 months). Applicable for all non-represented Staff employees (see above). <u>Professional Development Program</u> - employees can submit remaining balance to their department. (Criteria and approval process varies.)</p>

	UNC-Chapel Hill	Texas-Austin	Arizona
Benefits	<p><u>Tuition Waiver</u> - waives tuition for a course taken at any of the 16 institutions in the UNC system.</p> <p><u>Student Fee Waiver</u> - waives certain student fees (e.g. Student Health, Rec Ctr) for eligible employees and spouses.</p> <p><u>Employee, Spouse, Dependent Program</u> - supports pursuit of undergrad degree at UNC; covers in-state tuition and required fees. Amount contingent upon financial aid availability.</p> <p><u>Educational Assistance Program</u> - partial reimbursement of work-required courses and time off.</p>	<p><u>Staff Education Benefit</u> - covers tuition and fees for either a) 1 eligible undergrad or grad UT Austin course, OR b) more than one semester credit course</p>	<p><u>Qualified Tuition Reduction Program</u> - provides up to 9 credit hours per semester for employees, spouses, and domestic partners. (Pay \$25 per semester). Also covers 25% of courses plus fees for dependent children. Retired employees, their spouses, and dependent children, and spouses and children of deceased employees may also be eligible. Affiliates may qualify if in ROTC, or with approval. Program is reciprocal among the 3 state universities.</p>
Cost Calculation	<p><u>Tuition Waiver</u> - waives one course, per semester, including graduate-level, online, and independent study courses.</p> <p><u>Employee, Spouse, and Dependent Scholarship Program</u> - covers in-state tuition and required fees, unless covered by Employee Tuition Waiver.</p>	Reimbursement	Tuition and fees reduction
Restrictions	<p><u>Tuition Waiver</u> - excludes Exec MBA and study abroad.</p> <p><u>Student Fee Waiver</u> - does not apply to other specific school or departmental fees.</p> <p><u>Employee, Spouse, Dependent Program</u> - Tuition Waiver must first be used.</p>	Excludes faculty, any non-UT Austin course, and audited courses. Does not cover admissions fee, non-resident rates, or optional fees. Excludes Continuing Ed, Extension Credit Courses, Exec Ed, and conferences.	Dependent benefit ends when dependent turns 30, is no longer claimed as a dependent, or the surviving parent remarries.
Criteria	<p><u>Tuition Waiver</u> - for permanent employees, 75% time or greater, and to employees under military civilian orders in campus ROTC programs.</p> <p><u>Student Fee Waiver</u> - 100% time, permanent employees.</p> <p><u>Employee, Spouse, and Dependent Scholarship</u> - Permanent SPA and EPA staff, 50% time or more, with min. of 1 year continuous service.</p>	Full time, active employees employed for at least 12 continuous months at the start of the semester. Must be regularly admitted to the University.	Must be employed 50% time or more. Retirees must have completed 5 years of continuous service immediately preceding retirement and be receiving an annuity under an AZ university-sponsored program. Employees may enroll for courses during work hours with prior approval from their department head, provided time lost is made up.

Peer Institutions – Iowa State University

Michigan State University	
Eligibility:	Regular, full-time (90 - 100%) University support staff and flexible appointees. Regular, part-time (50 - 89.9%) University support staff are entitled to benefits on a proportional basis of employment status Regular, non-union, off-campus or MSU Extension support staff employees are entitled to the same benefits and provisions of the program as their on-campus bargaining unit counterparts.
Program Highlights:	<p>Educational Assistance program is part of the benefit package provided by Michigan State University to regular support staff. It provides financial assistance for the professional development of employees in their current jobs and in the enhancement of competencies for career development and promotion at MSU.</p> <p>Credit: 14 semester credits or 20 term credits per academic year Non-credit: Job-related courses from an approved institution/program, with reimbursement not to exceed \$800 per academic year. When charged, the MSU matriculation fee is also considered eligible for waiver/reimbursement. Non-credit course reimbursement is also subject to an \$800 maximum per academic year.</p> <p>Credit courses may be taken from any accredited educational institution such as MSU or Lansing Community College. In addition, the Educational Assistance Program recognizes institutions approved under such government training programs as the G.I. Bill of Rights. Non-credit courses may be taken from any employer-approved institution/program.</p> <p>Employer approval: All employees are required to obtain employer approval prior to the start of any credit or non-credit course taken through the Educational Assistance Program. Audited or visited courses are not eligible.</p> <p>Tuition waiver: All MSU credit courses approved for Educational Assistance benefits and billed through the Registrars Office (including Lifelong Education courses) will be processed as tuition waiver. This benefit allows the employee to waive payment of tuition and matriculation fees at the time of registration.</p>
Attendance:	Eligible employees may request release time up to five hours per week for credit courses. Eligible employees may also request release time to attend approved non-credit courses. All release time is subject to departmental approval.
Application Requirements:	Must be admitted to an approved institution(s) where the course(s) are offered, and meet the minimum requirement of 12 full-time equivalent (FTE) service months.
Notes:	The Course Fee Courtesy program provides financial assistance to enhance the educational development of an employee's spouse/MSU-recognized same-sex domestic partner and dependent children. Course Fee Courtesy consists of credit of an amount equal to one-half of the applicable Michigan resident on-campus undergraduate course fees at Michigan State University.

Ohio State University	
Eligibility:	<p>Available to those who hold Regular appointments of 75% full time equivalent (FTE) or greater. You may begin using the program upon employment.</p> <p>Dependents Eligibility; Available to those who hold Regular appointments of 75% full time equivalent (FTE) or greater. You may begin using the program upon employment. If you are employed in an eligible position that is 50% full time equivalent (FTE) or greater, your dependents are eligible for tuition assistance after you have completed 3 years of continuous service. If you are tenured faculty, senior administrative officer, or senior administrative and professional staff, your dependents are eligible for tuition assistance immediately.</p>
Program Highlights:	<p>Pays for Instructional, General, and non-Ohio resident fees only. You are responsible for application fees, registration fees, late fees, lab fees, computer fees, the COTA bus fee, student insurance, etc.</p> <p>Pays for up to 10 credit hours of undergraduate, graduate or professional courses per quarter taken for credit at The Ohio State University. Does not pay for audited courses.</p> <p>Courses must be completed for a passing grade. If you do not receive a passing grade, you will owe the total cost of the course to the Office of Fees and Deposits.</p> <p>Forfeiture charges for withdrawing from courses after the full refund period are your responsibility. You may not receive aid from any other university-administered program that pays tuition. You must continue to work in an eligible position throughout the quarter for which fees are authorized</p> <p>Dependents receive 50% cost of tuition for up to 12 quarters or 200 total credits</p>
Attendance:	<p>Courses should be taken outside of normal work hours, but supervisors/managers are encouraged to use flexibility whenever possible. Course work must not interfere with completion of your job duties</p>
Application Requirements:	<p>No tuition assistance application is needed; a credit will appear on the fee statement when you enroll in classes for the quarter.</p>
Notes:	<p>Tuition assistance is also available for, faculty, organized labor, and employee spouses and dependents (50% reduced tuition)</p>

University of Arizona	
Eligibility:	<p>Qualified Tuition Reduction eligibility is extended to administrative, professional, faculty and classified staff employees who are employed at 50% or more of full time equivalence (FTE) and whose employment is expected to continue six (6) months or more; spouses and dependent children of eligible employees; employees of affiliated units of the university; and officially retired employees.</p> <p>Eligible employees who terminate their employment or transfer to a non-eligible position prior to the first day of classes are no longer eligible for the QTR program and will be responsible for payment of full tuition costs and fees.</p>
Program Highlights:	<p>The Arizona Board of Regents provides a Qualified Tuition Reduction (QTR) program that enables eligible individuals to enroll in courses of study at reduced registration fees (see notes) The QTR is reciprocal among the three state universities and may be used for regular semesters (Spring and Fall) or summer sessions (Pre-Session/Summer I and Summer II), but does not apply to Winter Session.</p> <p>No maximum credit limits. The tuition rate is variable as with the amount of credits taken. Tuition is discounted approximately 70 to 73%.</p>
Attendance:	According to a phone conversation with a UA HR office employee release time is implied via the supervisors sign-off on the application.
Application Requirements:	A QTR form must be submitted for each semester, supervisory approval required.
Notes:	This program is available for spouses and dependent children. Eligible employees must be employed on the first day of an academic semester or session in order to use the QTR for that semester or session or to extend the benefit to their spouse and dependent children.

Purdue	
Eligibility:	<p>Eligible staff registered in Purdue credit courses offered by any of Purdue's campuses are eligible for a partial remission of fees and will be assessed the staff rate approved annually by the Board of Trustees. Eligible staff include:</p> <p>Faculty, administrative and professional, regular clerical and service staff employed half-time or more for a period of time which is expected to continue for more than a year. Eligible staff on approved leave of absence. Retired staff as defined in Executive Memorandum No. B-35. Disabled staff receiving benefits from one of the University's disability programs. Adjunct faculty and associate staff as defined in Executive Memorandum No. C-12 .</p>
Program Highlights:	<p>The staff rate (see notes) will apply to credit courses offered during the fall and spring semesters, summer period, evening credit classes, credit extension classes, and summer intensive credit classes and may include undergraduate or graduate level courses subject to the following conditions:</p> <p>The staff appointment must have been in effect during the first six weeks of a semester, or on or before July 1 of the summer period.</p>

<p>Program Highlights (con't):</p>	<p>Staff may register to audit a course without the payment of mandatory or designated fees and receive no credit for course work, subject to these conditions: The maximum number of hours is seven hours per semester and four hours during the summer period. Enrollment as a visitor requires the approval of his/her department head and the course instructor.</p> <p>No fees will be charged to staff who register for a course at the request of his/her supervisor for the purpose of job training and who do not receive academic credit for the course.</p>
	<p>(No information on release time was obtained.)</p>
<p>Application Requirements:</p>	<p>With the approval of the employing department head, eligible staff may enroll for seven credit hours per semester and four credit hours during the summer period. Exceptions to the seven and four credit hour limitations must be approved in advance by the employing department head and the Vice President for Business Services and Assistant treasurer at the West Lafayette Campus, or the Chief Financial Officers at the Regional Campuses or their designees.</p>
<p>Notes:</p>	<p>The staff rate provides an approximate 94% discount on tuition and fees. Children and spouses are also eligible for remission at an approximate discount of 92%</p> <p>This program can be used a all Purdue campuses and regional locations</p>

North Carolina State University

<p>Eligibility:</p>	<p>There are two programs at NCSU. One is a waiver (an employee benefit) and the other is a reimbursement program (workforce management tool). See highlights for more detail.</p>
<p>Program Highlights:</p>	<p>Tuition Waiver – The tuition waiver program is provided under provisions outlined in the North Carolina General Statute §116.143. Waiver of tuition/fee privileges shall be allowed for full-time faculty of instructor rank and above and other full-time employees of the University who hold membership in the Retirement System for Teacher and State Employees of North Carolina (TSERS) or are eligible for such membership but have elected to participate in an approved optional retirement program. Non-Resident aliens appointed to permanent positions (75% time or more) and personnel of the Armed Forces of the United States assigned under military orders to an ROTC program as a permanent change of station are also eligible for tuition/fee waiver privileges. Waiver of tuition/fees for faculty and staff shall be limited to not more than one course per semester, not to exceed two courses during an academic year. The two classes per year may be taken during the fall and spring semesters or during a summer session. The two classes may not be taken in the same semester and only one class may be taken during the summer. Courses may be taken through the distance education program. Employees seeking to enroll using a tuition waiver must be academically eligible for admission and will be admitted to the course on a space available basis.</p> <p>Educational Assistance – The State of North Carolina’s Educational Assistance Program allows university departments to reimburse permanent employees for the costs of job-related courses. Eligible courses are those that are: Beneficial to both the employee and the university, Directly related to the employee’s present responsibilities or field of work, Are required to complete an academic degree program directly related to the employee’s field of work.</p>
<p>Attendance:</p>	<p>(No information on release time was obtained.)</p>
<p>Application Requirements:</p>	<p>A new and separate application form must be submitted for each semester or session.</p>

University of Wisconsin	
Eligibility:	An unclassified employee must have a half-time or greater appointment and a classified employee must have a permanent or project appointment to be eligible for reimbursement. Limited term employees, employees in training and student help are not eligible.
Program Highlights:	<p>Requests for reimbursement for the cost of coursework or training are initiated by the employee through the appointing authority. No more than one course, up to five credits, or a training equivalent in any academic term (e.g., a semester, summer session or an equivalent) should be reimbursed. Additional coursework may be authorized by the chancellor or designee</p> <p>Tuition and fees shall be reimbursed only upon successful completion of the course if the employee is still employed at the institution. Books, supply and travel costs are not reimbursable. If an employee changes jobs within an institution prior to completion of an authorized course, s/he must notify the new appointing authority of the authorization. Segregated fees may be reimbursed or waived. Any financial aid received by the employee for tuition and fees shall be taken into account when determining the amount to be reimbursed.</p>
Attendance:	Normally, coursework is taken on an employee's own time. If the employer determines that the needed coursework is available only during the employee's scheduled hours of service, a program of proportional compensatory time may be arranged, provided normal services of the employing unit are not disrupted or impaired.
Application Requirements:	<p>The following three items must be submitted when requesting reimbursement:</p> <ul style="list-style-type: none"> • A completed Request for Authorization to Reimburse Employee's Fees/Tuition Form or its equivalent (approved prior to beginning of classes). • A fee receipt or other satisfactory evidence of having paid reimbursable fees. • Evidence of successful completion of the coursework or training (grade report or certification of completion, etc.).
Notes:	Coursework may be taken at any state accredited public or private higher educational institution or VTAE district institution. Coursework at UW System institutions is encouraged. Reimbursement for coursework taken at private institutions should be limited to the rate of an equivalent course at the home institution.

University of Illinois	
Eligibility:	Academic employees (excluding those in the Graduate Student Assistant category) are eligible for a tuition and service fee waiver if they hold an appointment of 25 percent or more of full-time service for not less than three-fourths of a term. Also eligible for tuition and fee waivers are retired academic employees and staff members of allied agencies who are considered equivalent to academic staff members of the University.
Program Highlights:	<p>Academic employees or retirees can receive a tuition waiver and fee exemption from any of the University of Illinois campuses (UIC, UIS, or UIUC).</p> <p>Limits on the number of units of credit that may be taken by the academic employees registered in the Graduate College are determined by the Graduate College.</p>

Program Highlights (con't):	Limitations: Professors, associate professors, and assistant professors in a department or division of the University may not be admitted to candidacy for an advanced degree in that department or division. Persons engaged in graduate study may not be appointed assistant professor or higher in the department or division where they are engaged in graduate study. Upon special approval of the executive officer of the department or unit involved and the executive committee of the Graduate College, assistant professors and higher ranks may continue to be admitted to advanced degree candidacy in a department or unit other than the one in which they hold an appointment.
Attendance:	(No information on release time was obtained.)
Application Requirements:	(No information on application requirements was obtained.)
Notes:	Limited information on the web.

University of Minnesota

Eligibility:	<p>The Academic Staff Tuition Benefit Program provides tuition for University of Minnesota courses to Faculty and Professional & Administrative employees who hold appointments of 75% time or more. They may register tuition-free in credit-bearing University of Minnesota courses for which they are eligible for admission and in which space is available, with the approval of the head of their employing departments. Staff on academic year appointments are eligible for summer session courses if they were employed the preceding spring term and will be employed the following fall term.</p> <p>Those not eligible are faculty and P&A staff who work less than 75 percent time, family members, and student employees. Civil service and union-represented staff must use the <i>Application for Regents' Scholarship</i> form. Graduate Assistants have a separate tuition benefit program.</p>
Program Highlights:	<p>Academic Staff Tuition Benefit Certification (ASTBC). The Academic Staff Tuition Benefit Program provides tuition for University of Minnesota courses to eligible faculty and staff who hold appointments of 75% time or more. Staff may take credit-bearing courses for which they are eligible for admission and in which space is available.</p> <p>The ASTBC covers only fees designated as tuition or course fees in lieu of tuition for one course per term for undergraduate credits, graduate school or post-baccalaureate professional degree credits, including thesis credits, for satisfactorily completed courses. Given unusual circumstances, the department head may authorize credits above the limit by completing an Academic Staff Tuition Benefit Certification (ASTBC) form for each course. Eligible faculty and academic staff who are not Minnesota residents will have a resident rate reduction included with their tuition benefit.</p> <p>Eligible courses must be for academic credit that appears on a University of Minnesota course catalog. There is one exception to this rule: noncredit mathematics courses.</p> <p>Late fees, course fees, books, deposits, record service fees, orientation fees, special fees, and Boynton Health Service fees are not covered. Also not covered are noncredit courses offered through College of Continuing Education, ADCS short courses, and Recreational Sports and student union mini-courses.</p>
Attendance:	(No information on release time was obtained.)

<p>Application Requirements:</p>	<p>Academic staff wishing to enroll must be admitted to a college of the University. A separate ASTBC form must be submitted for each course. The applicant and the dean, department head, administrative office or designee must sign the application.</p> <p>They employee must follow the policies and procedures of the college in which they enroll ad should not expect to retroactively claim degrees in programs for which they have not been formally accepted. Employees who resign or whose appointments are canceled before service has been rendered for at least three-fourths of the term become responsible for the full amount of the appropriate tuition.</p>
<p>Notes:</p>	<p>Regents' Scholarship: For Civil Service and Represented Bargaining Unit Employees: The Regents' Scholarship Program provides tuition for University of Minnesota courses taken for academic credit to eligible staff members who are employed at least 75% time.</p>

University of California at Davis

<p>Eligibility:</p>	<p>A regular status (full-time) employee who meets the admission requirements of the University. To participate in the reduced fee program, an eligible employee must first apply and be admitted to the University.</p> <p>The reduced fee enrollment provision does not include access to student services and facilities provided through the University Registration Fee, which includes but is not limited to the Counseling Center, gymnasiums, or the Student Health Services, unless the employee is otherwise entitled to them.</p>
<p>Program Highlights:</p>	<p>A regular status employee who meets the admission requirements of the University is eligible for two-thirds reduction of both the University Registration Fee and the Educational Fee when enrolled in regular session courses of up to nine units or three courses per quarter or semester, whichever provides the greater benefit to the employee. Full fees will be assessed when an eligible employee's enrollment exceeds both nine units and three courses.</p> <p>The reduced fee program does not cover University Extension courses. However, University Extension offers a separate 20% fee discount to University employees.</p> <p>The reduced fee program does not cover Summer Session courses. However, Summer Sessions offers a separate reduction in fees to career staff employees.</p>
<p>Attendance:</p>	<p>Employees and supervisors are allowed to provide release time on a case-by-case basis under three options: Approved as time worked, Reduced work schedule (time without pay), or Alternate work schedule.</p>
<p>Application Requirements:</p>	<p>The Employee-Student Reduced Fee Authorization form (see Procedure 51.1, below) must be filed with the Office of the Registrar by the tenth day of instruction. Employee-students who wish to drop a course must do so, using the regular drop procedures, by the tenth day of instruction.</p>

Texas A&M

<p>Notes:</p>	<p>No tuition assistance program. Texas law bars state employees from receiving benefits, as a result of their position, above and beyond those afforded to all state employees. However, policy set by the President of Texas A&M provides 4 hours/week of release time to all employees enrolled in courses. Employees are also exempt from paying student fees, such as health and computer fees, etc.</p>
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Peer Institutions – University of Northern Iowa

California State University at Fresno																								
<u>Eligibility</u>	<p>To be eligible for participation in the Fee Waiver Program, applicants must be full-time or permanent part-time CSU employees and:</p> <ol style="list-style-type: none"> 1) Have an approved Individual Development Plan (IDP) on file in Employment and Recruitment if courses to be taken are to be part of the Career Development Program; or 2) In the case of Job-Related or Job-Required (JR) coursework, have conferred with the immediate supervisor and determined that the course content will maintain and/or improve skills for current position. 3) For currently participating employee, maintain good academic standing. 4) Report changes to the approved course program to Employment and Recruitment and his/her supervisor for job-related courses. A verification of courses will be conducted after the beginning of the semester. If it is determined that the courses approved are not the courses being taken, the fee waiver participation may be revoked. Also: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Employee Category</th> <th style="text-align: center;">Eligibility Criteria</th> </tr> </thead> <tbody> <tr> <td>Unit 1 (Physicians)</td> <td rowspan="6">All unit members. Full-time employees (i.e., permanent, temporary & probationary) and part-time permanent employees.</td> </tr> <tr> <td>Units 2,5,7,9 (CSUEU)</td> </tr> <tr> <td>Unit 4 (Academic Professionals)</td> </tr> <tr> <td>Unit 6 (Skilled Trades)</td> </tr> <tr> <td>Unit 10 (IUOE)</td> </tr> <tr> <td> </td> </tr> <tr> <td>Unit 3 (Faculty)</td> <td>Tenured and probationary faculty unit employees, and temporary faculty unit employees with at least six years of full-time equivalent service in the department.</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Unit 8 (Public Safety)</td> <td rowspan="6">Full-time or part-time permanent employees, and full-time probationary employees (not temporary).</td> </tr> <tr> <td> </td> </tr> <tr> <td>C99 (Confidential)**</td> </tr> <tr> <td> </td> </tr> <tr> <td>E99 (Excluded)**</td> </tr> <tr> <td> </td> </tr> <tr> <td>M98 (Executive)</td> <td rowspan="2">Full-time employees (including temporary).</td> </tr> <tr> <td>M80 (MPP)</td> </tr> </tbody> </table>	Employee Category	Eligibility Criteria	Unit 1 (Physicians)	All unit members. Full-time employees (i.e., permanent, temporary & probationary) and part-time permanent employees.	Units 2,5,7,9 (CSUEU)	Unit 4 (Academic Professionals)	Unit 6 (Skilled Trades)	Unit 10 (IUOE)		Unit 3 (Faculty)	Tenured and probationary faculty unit employees, and temporary faculty unit employees with at least six years of full-time equivalent service in the department.			Unit 8 (Public Safety)	Full-time or part-time permanent employees, and full-time probationary employees (not temporary).		C99 (Confidential)**		E99 (Excluded)**		M98 (Executive)	Full-time employees (including temporary).	M80 (MPP)
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<u>Approval Process</u>	<p>Courses must be taken for credit and must be directly related to one's current job or be part of an approved Individual Development Plan (IDP) on file with Employment Services. To participate in the Fee Waiver Program, a completed fee waiver application must be received in Employment and Benefit Services by the announced deadlines.</p>																							
<u>Benefits Offered</u>	<p>All eligible non-represented and represented employees may enroll in a maximum of two (2) courses or six (6) units, whichever is greater, per term. Employees taking courses in addition to the fee waiver courses shall pay any difference in fees.</p>																							

Central Michigan University	
<u>Eligibility</u>	This program is intended to provide eligible staff, faculty, Military Science staff, CMU retirees, and in some cases, their spouses [including Same-Sex Domestic Partners] and dependent child(ren) with the opportunity of furthering their educational/career development. The privilege of participation in this plan is extended to all full and part-time regular and provisional faculty and staff. The plan also applies to temporary faculty members who are at least three-quarter (3/4) time. Spouses [including Same-Sex Domestic Partners] and dependent children of CMU retirees are not eligible to participate in this program.
<u>Approval Process</u>	Employees must receive permission of their supervisor to attend classes during working hours and all time missed must be charged to leave time or made up. An exception to the regular vacation utilization policy is allowed which provides for hourly employees, with the approval of their supervisor, to take vacation in increments of less than one-half day, but not less than one hour. To enroll in University courses under this program, employees must follow the procedures outlined in the Course Offering Guide or Class Schedule, and complete the Tuition Waiver form, which is available on the Human Resources website at http://www.hrs.cmich.edu/forms.htm .
<u>Benefits Offered</u>	Full-time employees and retirees are limited to a maximum of twenty-four (24) tuition waiver credit hours in any one fiscal year. Temporary faculty because of the nature of their contracted assignments will follow a 12-month tuition waiver benefit cycle of the academic year August to August. Tuition waiver credit hours for part-time employees with appointments of at least one half time (50%) will be pro-rated based on their FTE appointment.

Illinois State University	
<u>Eligibility</u>	<p>Employees and retirees of Illinois State University may enroll for credit at Illinois State University with exemption from tuition and other registration fees, except those fees (such as the student health insurance fee) where eligibility is determined by fee submission to an outside agency or vendor, in accord with University rules, provided that the employee or retiree has the required prerequisites, meets any other admissions standards, and be on the University payroll through the last day of registration. The waiver granted in any one semester shall be subject to the following limitations:</p> <ul style="list-style-type: none"> • Retirees and full-time employees 8 hours • ¾-time employees 6 hours • ½-time employees 4 hours <p>For employees not working full-time during the summer, the waiver maximum may be determined by the employment rate of either the summer or of the semester immediately preceding the summer, whichever would yield the highest waiver.</p>

<p><u>Approval Process</u></p>	<p>P&S: Administrative/Professional employees who wish to enroll in classes outside of the regularly scheduled hours of work may simply enroll and register for these classes. Administrative/Professional employees who wish to enroll in classes during regularly scheduled work hours must obtain an "Academic Employee Request to Take Courses" form PERS 921 from the Academic Personnel Office, complete, and submit to the Department Chair or Unit Administrator.</p> <p>Merit: Civil Service employees who wish to enroll in classes outside of the regularly scheduled hours of work may simply enroll and register for these classes. Civil Service employees who wish to enroll in classes during regularly scheduled work hours must complete the form "Request to Take Courses During Working Hours." Supervisory approval is required and is based on the operational needs of the unit. Make-up time may or may not be required depending upon the situation and the course being taken. See the form for details.</p>
<p><u>Benefits Offered</u></p>	<p>Employees and retirees of Illinois State University may enroll for credit at Illinois State University with exemption from tuition and other registration fees, except those fees (such as the student health insurance fee) where eligibility is determined by fee submission to an outside agency or vendor, in accord with University rules, provided that the employee or retiree has the required prerequisites, meets any other admissions standards, and be on the University payroll through the last day of registration.</p>

<p>Indiana State University</p>	
<p><u>Eligibility</u></p>	<p>The staff member must be in a full-time, benefits-eligible position on the date a semester begins in order to receive the benefit for that semester. Staff members who are less than full time are eligible for no more than seven (7) semester hours per year. The staff member must be benefits eligible in order to take advantage of the fee waiver program. Spouses of full-time regular, benefits-eligible staff members are authorized to pay one-half fees when enrolling in one (1) course (limit of a four semester credit hour course) and full fees for any additional courses in any given enrollment period. The staff member must be in a full-time regular, benefits-eligible position on the date a semester begins in order to receive the benefit for that semester. Dependent children of full-time regular, benefits-eligible staff members are eligible for a fee award in the amount of \$1,200 per semester for a maximum of eight (8) semesters. The staff member must be in a full-time, benefits-eligible position on the date a semester begins in order to receive the benefit for that semester.</p>
<p><u>Approval Process</u></p>	<p>Contact the Staff Benefits Office at 812-237-4151.</p>
<p><u>Benefits Offered</u></p>	<p>Staff may take up to 15 hours of course work at ISU each academic year at a reduced rate. Spouses/Partners may enroll in one course at ISU (maximum of four hours) per semester at half fees.</p>

Northern Arizona University	
<u>Eligibility</u>	<p>1) Eligible administrative, faculty, professional and classified staff employed at 100% FTE ("Full-Time"), on an approved leave of absence, or receiving retirement benefits or long-term disability benefits.</p> <p>2) Eligible administrative, faculty, professional and classified staff employed at 50% FTE or more, but less than 100% FTE ("Part-Time"), on an approved leave of absence, or receiving retirement benefits or long-term disability benefits.</p> <p>3) Spouses of eligible full- and part-time administrative, faculty, professional and classified staff.</p> <p>4) Dependent children of full- and part-time administrative, faculty, professional and classified staff.</p>
<u>Approval Process</u>	<p>How to use the educational benefit:</p> <p>1) Register for course(s).</p> <p>2) Complete the Educational Aid Registration Permit (EARP) form available on the Financial Aid website.</p> <p>3) Submit payment for fees to the Bursar's Office.</p>
<u>Benefits Offered</u>	<p>1) 1-9 hours = \$25; 10+ hours = Actual resident tuition for all hours over 9 hours.</p> <p>2) 1-9 hours = \$25; 10+ hours = Actual resident tuition for all hours over 9 hours.</p> <p>3) 1-9 hours = \$25; 10+ hours = 25% of actual resident tuition for all hours.</p> <p>4) 25% of actual resident tuition.</p>

Ohio University – Main Campus	
<u>Eligibility</u>	<p>P&S: Full-time employees with a .67 FTE or higher are eligible for 100% of the Instructional Fees waived. Part-time employees with < .67 FTE receive prorated benefits based on their full-time equivalency (FTE). Quarterly Appointments, Term and Overload Contract employees are not eligible.</p> <p>Merit: Full-time permanent or provisional employees are eligible for 100% of Instructional Fees waived. Part-time permanent or provisional employees are eligible for 50% of the Instructional Fees waived. Temporary, intermittent and emergency employees are not eligible.</p>
<u>Approval Process</u>	<p>An Educational Benefits Request Form must be completed quarterly with departmental approval including signatures. Children, spouses or domestic partners of employees should complete the Educational Benefits Request Form once every academic year.</p>
<u>Benefits Offered</u>	<p>Employees receive a 100% waiver of the instructional fee. Eligible dependents receive a 100% waiver of the instructional fee.</p>

University of Minnesota at Duluth	
<u>Eligibility</u>	<p>The Academic Staff Tuition Benefit Program provides tuition for University of Minnesota courses to Faculty and P&S employees who hold appointments of 75% time or more. They may register tuition-free in credit-bearing University of Minnesota courses for which they are eligible for admission and in which space is available, with the approval of the head of their employing departments. Staff on academic year appointments are eligible for summer session courses if they were employed the preceding spring term and will be employed the following fall term.</p>

<u>Approval Process</u>	Submit a separate ASTBC form for each course. The applicant and the dean, department head, administrative officer, or designee must sign the application. (Both signatures are required.)
<u>Benefits Offered</u>	The Academic Staff Tuition Benefit Program covers only fees designated as tuition for one course per term for undergraduate credits, graduate school or post baccalaureate professional degree credits, including thesis credits, for satisfactorily completed courses. Given unusual circumstances, the department head may authorize credits above the limit by completing an Academic Staff Tuition Benefit Certification (ASTBC) form for each course. Eligible faculty and academic staff who are not Minnesota residents will have a resident rate reduction included with their tuition benefit. Late fees, course fees, books, deposits, record service fees, orientation fees, special fees, and Boynton Health Service fees are not covered. Also not covered are noncredit courses offered through College of Continuing Education, ADCS short courses, and Recreational Sports and student union mini-courses.

University of North Carolina at Greensboro	
<u>Eligibility</u>	<p>Eligible Employees: full-time or part-time employees who have a permanent appointment are eligible for the Educational Assistance Program. Trainees may be determined as eligible by management after satisfactory performance for a period of not less than three (3) months.</p> <p>Ineligible Employees: employees with a temporary or probationary appointment or who do not meet the minimum educational requirements for the job are not eligible for educational assistance. Work-study requirements for trainees shall be administered in accordance with the extended leave policy.</p>
<u>Approval Process</u>	To receive educational assistance, an employee shall make an application with his immediate supervisor. Information to include in application is located on the website. The application must be submitted in advance in accordance with schedules established by the agency/university to allow time for appropriate review, approval and notification of the employee. Agency/university heads, or a designee, may approve an application received after class begins if circumstances warrant.
<u>Benefits Offered</u>	<p>Reimbursement requires a statement written on school letterhead and signed by the instructor that the employee attended at least 85% of the schedule class meetings during the academic term.</p> <p>1) University of North Carolina institutions. 100% of academic costs for up to ten (10) semester hours or sixteen (16) quarter hours credit per academic term. Employees may be reimbursed each fiscal year for a maximum of 20 semester hours or 32 quarter hours credit, but not for more than four (4) courses.</p> <p>2) North Carolina Community/Technical Colleges (state funded). 100% of academic costs for all courses per quarter up to a maximum of four quarters per fiscal year.</p> <p>3) All other eligible sources. Up to the maximum academic cost charged by institutions of the University of North Carolina. The amount will be determined by the Office of State Personnel and published within 10 working days of the end of the annual session of the N. C. General Assembly. Reimbursement is limited to ten (10) semester hours or sixteen (16) quarter hours credit per academic term. Employees may be reimbursed each fiscal year for a maximum of 20 semester hours or 32 quarter hours credit, but not for more than four (4) courses.</p>

University of North Texas	
<u>Eligibility</u>	A full-time nine or twelve month faculty or staff member of UNT, UNT Health Science Center, UNT Foundation, PDI, or UNT Alumni Association who is employed on a 100% basis and who is enrolled in either TRS or ORP or, a part-time (50% - 99%) regular faculty or staff member who has been employed for a minimum of five years in at least part-time regular, benefits eligible employment at UNT or UNT Health Science Center, (years do not have to be continuous) or, a retiree of UNT or UNTHSC under TRS or ORP programs.
<u>Approval Process</u>	N/A
<u>Benefits Offered</u>	N/A

University of Wisconsin at Eau Claire	
<u>Eligibility</u>	Faculty, academic staff, and limited staff members are eligible if they have half-time or greater appointments and receives approval before the class begins.
<u>Approval Process</u>	Approval must be secured in advance from the Chancellor or designee.
<u>Benefits Offered</u>	They may take up to five credits or equivalent during an academic term in coursework or training deemed appropriate for the continued or improved effectiveness of their performance in their current positions. Academic staff may also take coursework or undergo training to acquire skills and knowledge necessary for advancement to positions closely related to the current job or to advance to another job which is pertinent to the mission of the University. Academic staff and limited staff members' coursework may be obtained from the employing institution, from other units of the UW System, or from agencies or institutions outside the System. Basic instructional fees are reimbursed upon successful completion of the training/coursework if the employee is still in state service.