

Tuition Discounts for Employees

Board Policy 440.1 extends educational benefits to full-time employees and their spouses and dependent children at reduced rates. Board Policy 475.1 also extends educational benefits to employees who have been awarded Emeritus status. This benefit for emeritus employees and their dependents (spouse or eligible child) must be reviewed and approved by the Chancellor's Office. As mandated by federal law, the University may be required to withhold applicable taxes on the value of such educational benefits.

Eligibility

All full time employees that are 100% appointed as of the final day of regular registration in any particular session or semester, their spouses, and their dependent children (See Definition Section) are eligible. Spouses who have not remarried and dependent children of deceased employees who died while in full-time employment of the University of Arkansas are also eligible. All enrollees must meet normal admissions requirements.

Employees who have been awarded Emeritus status are eligible for a waiver of enrollment fees on a space available basis.

Public employees assigned to the Fayetteville campus to administer or assist with a program are considered University employees, even if they are not paid by the campus (e.g., ROTC, AFROTC). A memorandum is required from the hiring department identifying each employee eligible for this discount.

Transferability

The tuition waiver benefit is available to any employee, employee's spouse, or employee's dependent at any on-campus unit of the University of Arkansas regardless of the site of employment. Dependent and spouse waiver benefits are applicable to tuition only and all remaining fees are to be paid in full for any enrollment. This waiver benefit only applies to for-credit classes.

Limitations

1. Employees may take a maximum of eleven hours each semester of any combination of undergraduate or graduate credit hours during the fall and spring semesters and, in addition, a maximum of six hours of any combination of undergraduate or graduate credit hours during the entire summer term. All hours taken above the maximum will be charged at the full rate. Class enrollment is permissible on a space available basis starting after the end of the open registration period for the term, unless early registration is required for the relevant degree program. An exception request can be made to the applicable college representative and will be forwarded to the Registrar's Office.

The list of college representatives can be found at
http://treasurer.uark.edu/Fee_Waivers.asp

Intersession courses are not counted towards maximum hours allowed per semester.

Employees enrolled in online courses are responsible for paying any additional course specific tuition charges above the regular tuition rate.

- a) Employees will be charged 10% of the cost of tuition for courses offered by the employee's campus or at 30% of the cost of full tuition for courses offered by any

other campus within the University System. Employees from COOP, UAMS and the System Office are responsible for all fees. Fayetteville campus employees are responsible for the college fee and health fee (unless enrolled in the University of Arkansas insurance plan) and all other fees are waived. All other campus employees are responsible for all fees.

This waiver does not apply to Law School or Medical School.

This waiver does not apply to Independent Study (correspondence) courses.

This waiver does not apply to non-resident tuition. Contact the Registrar's office concerning non-resident status.

Courses taken at the Fayetteville campus during working hours are limited to one course per semester, not to exceed five hours.

- b) Employees of the Fayetteville campus with a record of employment and an enrollment record prior to July 1, 2005 will be granted a scholarship for the difference of 10% of tuition and the \$5.00 per credit hour tuition for courses offered by the employee's campus. This scholarship is extended only to employees that have been continuously attending classes prior to and after July 1, 2005. The scholarship is intended to allow employees enrolled in degree programs prior to July 1, 2005 to complete the program at the previous cost. In order to clarify employee eligibility for the scholarship, "continuously attending classes" is defined as enrolled in at least one course each fall and spring semester. Employees with extenuating circumstances that cause a break in attendance for one semester may request an exception. In no instance will an exception be granted unless the employee is enrolled in at least one course per year. All requests should be directed to the Financial Systems Coordinator in the Treasurer's Office. Scholarship eligibility will terminate upon completion of the degree program in progress prior to July 1, 2005, at a break in continuous attendance unless an exception is granted or enrollment in any class that is not directly connected to a degree program in progress prior to July 1, 2005. All hours taken above these maximums will be charged at the full rate. The Fayetteville employee is responsible for the college fee and health fee (unless enrolled in the University of Arkansas insurance plan). All other fees are waived.
2. Spouses and dependent children may take up to 132 undergraduate credit hours at 50% of regular tuition charges at the Fayetteville campus or at 60% of full tuition at any other campus within the University system. The Fayetteville campus discount is applied through the Financial Aid Office on or after the 11th class day. Students enrolled in on-line courses are responsible for paying any additional course specific tuition charges above the regular tuition rate. The student is responsible for remaining assessed fees.

This waiver does not apply to Law School or Medical School.

This waiver does not apply to Independent Study (correspondence) courses.

This waiver does not apply to non-resident tuition.

A student may not receive discounts as both an employee and as a spouse or child of an employee.

Employee Dependents with University or State Scholarships or other state funds

University or state funded scholarships may be awarded to students who are also eligible for a tuition discount. The dependent tuition waiver is first applied to the student's tuition and fees and then the University or state scholarship is applied to any remaining tuition and fees and room and

board. The dependent tuition discount and scholarship together cannot exceed the total tuition and fees and room and board for the student.

Students may also be eligible for other state funds such as Arkansas Rehabilitation. The discount and state funds together cannot exceed the total tuition and fees and room and board for the student.

Definitions

Regular Working Hours are defined as working hours the supervisor assigns, usually 8:00 a.m. to 5:00 p.m. for standard shift employees. The lunch period and breaks are considered a part of the normal working day; therefore, a class taken during these times will require release time approval.

Release Time is defined as time taken during regular working hours when the employee will be taking courses at reduced rates. Release time, if granted, can be approved in one of two ways:

Release from regular working hours, but requiring the employee to take annual leave for all hours in class.

Release from regular working hours without annual leave deductions.

Immediate Supervisor – The immediate supervisor must have authority to approve eligibility for enrollment at reduced rates and/or during regular working hours, otherwise the approval must be granted at the next higher level where such authority formally exists.

Granting of Release Time

Release time, in either form, is not a right but a privilege that is granted at the supervisor's discretion. This policy does not assume that release time from working hours will be automatically permitted. Many factors, including but not limited to, the employee's performance, direct applications of the course work to the employee's position, overall benefit of the course work to the employee and the institution, and maintenance of office hours and functions to the students, faculty, staff, and general public are considered prior to the granting of release time.

Employees are required to take annual leave for release time granted for intersession courses.

Dependent Child

The qualifying dependent child must be considered a dependent child by the Internal Revenue Service and cannot attain the age of 24 during the calendar year to receive a tuition discount for any term within that calendar year per the Internal Revenue Service. The student must also be enrolled as a full time student for at least 5 months in the calendar year to qualify as a dependent child per the IRS for the discount.

Revised April 2013
Revised March 2009
Revised February 2009
Revised October 2007
Revised March 2007
Revised August 2006
Revised July 2005
Revised July 2004
Revised November 2003
Revised February 2003
Revised November 2000

Revised July 1997
Revised March 30, 1993