



## **TUITION WAIVER SUMMARY (AFSCME)**

**It is the policy of Shippensburg University to waive the basic fee (“tuition”) or a part thereof for certain eligible employees of the University, and for their lawful spouses and children who are enrolled at the University. The original policy was established by the Council of Trustees on June 24, 1983. The policy has been modified by the APSCME Master Agreement.**

**Eligibility:** All permanent full-time employees with regular status (have passed their initial probationary period) in an active pay status and any permanent full-time employee with regular status who is receiving benefits while on a “cyclical leave without pay”.

### **Tuition Waiver for Employees**

- A. 100% waiver of tuition at employing University.
- B. Undergraduate credits only, not to exceed 128 credits. All credits for which tuition has been waived for which an employee receives some type of transcript grade or notation, including incomplete and withdrawn, will count toward the maximum 128 credits.
- C. Limited to a maximum of six credits per semester. A semester for the purpose of this policy is defined to include fall, spring and summer school. All other sessions are deemed to be included in one semester or another. For example, employees can only take 6 credits during the summer, regardless of the number of sessions encompassed within the summer semester.
- D. Limited to courses taken during non-work hours. Management may approve annual or personal leave in order to take classes. Management may also approve an employee to take rest periods in conjunction with a lunch period in order to take classes provided this is accomplished in accordance with the provisions of Article 7, Rest Periods, Section 1 of the AFSCME Master Agreement.

### **Tuition Waiver for an Employee’s Spouse**

- A. Applicable to first undergraduate degree.
- B. 100% waiver of tuition at employing University.
- C. Enrollment in summer course is permissible.

## **Tuition Waiver for Children of Employees**

**Definition of Children:** Children, for this purpose, are defined by any of the following categories: Blood relative of the first degree (off spring), legal wards as assigned by a court of competent jurisdiction, legally adopted children and step-children.

- A. 100% waiver of tuition at employing University.
- B. Applicable to first undergraduate or until the age of 25, whichever comes first.
- D. Enrollment in summer course is permissible.
- E. Continuation of tuition waiver for children of employees if the employee becomes permanently disabled or dies and has fifteen (15) years of Pennsylvania State System Higher Education (PASSHE) service.
- F. Continuation of tuition waiver for children of employees if employee meets all of the following conditions: he/she is retired on or after July 1, 1995, (except for those annuitants who are now vested under a university policy) from the University; he/she is at or above the superannuation age and he/she has ten (15) years of PASSHE service. Superannuation age is defined as any age upon accrual of 35 years of credited service for retirement purposes or age 60.

## **GENERAL REQUIREMENTS**

- A. A tuition waiver form must be completed and submitted for each semester of enrollment.
- B. All participants in the tuition waiver program must satisfy the regular admissions and academic requirements of the university.
- C. The tuition waiver applies only to the basic fee, but not to other fees such as room and board fees, student activity fees, orientation fees, et cetera.
- D. The tuition waiver shall apply only to courses granting academic credit. Specifically excluded are continuing education non-credit courses, non-credit workshops, camps and conferences and audited courses. Independent Study and/or Individualized Instruction are not eligible because they do not meet the “space available” criteria.
- E. Waiver of the tuition during a particular semester or session will be granted only if the employee meets the eligibility requirements as of the beginning of that semester.
- F. A tuition waiver shall be discontinued upon placement in an inactive pay status or termination of employment. If such inactive pay status or termination takes place during a semester, the waiver shall be extended until the end of that semester. Termination

shall mean the severance of the Employer-employee relationship whether by resignation, dismissal, furlough or otherwise.

- G. Employees must initially provide the Human Resources office with proof of a dependent's eligibility. For a child, a birth certificate is required listing the employee as the parent. For a spouse, the marriage license of the employee is required. In the case of a step child, a birth certificate for the step child as well as the employee's marriage certificate is required.
- H. The university's traffic and parking regulations prohibit the use of a faculty or staff parking permit by dependents of employees attending classes at the university. If a dependent needs to use a family vehicle for parking on campus, it must display a student decal and be parked in the appropriate student spaces, even if the vehicle also has a faculty or staff decal displayed. Violation of this regulation will result in a \$25 illegal registration fine.
- I. This waiver shall be on a "space available" basis.