



TUITION WAIVER SUMMARY (APSCUF NON-FACULTY ATHLETIC COACHES)

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 in undergraduate programs at the University. The original policy was established by the Council of Trustees on June 24, 1983. The policy has been modified by the APSCUF Master Agreement for Non-Faculty Athletic Coaches but does not diminish or adversely affect the original policy.

Eligibility: Regular full-time Coach who is designated by the University as full-time, and who is in active pay status in every pay period of his/her service period. A service period is a period of 47 weeks within a twelve (12) month period.

Tuition Waiver for Employees

- A. 100% waiver of tuition at employing University.
- B. Employees may enroll in undergraduate, graduate or continuing education courses awarded academic credit.
- C. Employees may participate even though they may already have earned a baccalaureate or graduate degree.

Tuition Waiver for an Employee’s Spouse/Same-Sex Domestic Partner

- A. 100% waiver of tuition at University where employee is employed until spouse/same-sex domestic partner obtains first undergraduate degree.
- B. If spouse/same-sex domestic partner has earned a baccalaureate degree, then the first graduate degree will be eligible at 50% waiver of tuition.
- C. Enrollment in graduate classes is limited to the fall and spring semesters. For the spouse/same-sex domestic partner to be eligible for graduate classes, the employee must have at least one full year of full time permanent employment.
- D. A Spouse/same-sex domestic partner must be enrolled in a degree granting program. Continuing education courses are excluded.

Tuition Waiver for Children of Employees/Children of Same-Sex Domestic Partner

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, step-children and children of his/her domestic partner.

Definition of Children of Same-Sex Domestic Partner: The biological or legally adopted child or a child for whom the Domestic Partner is the legal guardian.

- A. 100% waiver of tuition at employing University.
- B. 50% waiver of tuition at any other Pennsylvania State System Higher Education (PASSHE) University.
- C. Applicable to first undergraduate degree or until the age of 25, whichever comes first.
- D. Children will need to meet the University's admission requirements.
- E. Enrollment in summer courses is permissible.
- F. Continuation of tuition waiver for children of employees if the employee becomes permanently disabled or dies and has ten (10) years of Pennsylvania State System Higher Education (PASSHE) service.
- G. Continuation of tuition waiver for children of employees if employee meets all of the following conditions: he/she is retired from the University, he/she is at or above the superannuation age and he/she has ten (10) 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.
- 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. For domestic partner, the employee and domestic partner must provide a completed notarized "Commonwealth of Pennsylvania Domestic Partner Verification Statement". In the case of a step child, a birth certificate for the step child as well as the employee's marriage certificate is required. In the case of a step child, a birth certificate for the step child as well as the faculty member's marriage certificate is required. In the case of children of same-sex domestic partner, a birth certificate for the child as well as the faculty member's certified same-sex domestic partner.

- 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.