



TUITION WAIVER SUMMARY MANAGEMENT

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 spouse/same-sex domestic partners and children who are enrolled in undergraduate or graduate 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 Board of Governors Policy 1983-18-A, Waiver of Fees, but does not diminish or adversely affect the original policy.

Eligibility: Permanent full time managers and senior policy executives in an active pay status and expected to work at least one academic year.

Tuition Waiver for Employees

- A. 100% waiver of tuition at employing University.
- B. Employees satisfying the regular admission and academic requirements of the University 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 (baccalaureate degree granted by any university).
- 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. 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.
- C. A spouse/same-sex domestic partner will need to satisfy the regular admission and academic requirements of the University.

- D. Spouse/same-sex domestic partner must be enrolled in a degree granting program. Continuing education courses are excluded.
- E. Spouse/same-sex domestic partners enrolled in the tuition waiver program at the time of an employee's disability retirement, retirement or death, will continue to be eligible for the waiver, provided the enrollment is uninterrupted and provided the employee had been in full-time service to the University for at least 10 years prior to the date of disability retirement, retirement or death.

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 and step-children.

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 University (PASSHE).
- 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/Children of Same-Sex Domestic Partner if the employee becomes permanently disabled or dies and has five (5) years of credited service in one of the Pennsylvania State System Higher Education (PASSHE) retirement plans.
- F. Continuation of tuition waiver for Children of Employees/Children of Same-Sex Domestic Partner if employee meets one of the following conditions: he/she has retired and has 25 or more years of credited service in one of the State System's approved retirement plans or he/she has retired and are at or above the superannuation age with at least ten (10) years of credited service in one of the State System's approved retirement plans. Superannuation age is defined as any age upon accrual of 35 years of credited service for retirement purposes or age 60.
- G. Children enrolled in the tuition waiver program at the time of an employee's disability retirement, retirement or death will continue to be eligible for the waiver, provided the enrollment is uninterrupted and provided the employee had been in full-time service to the University for at least 10 years prior to the date of disability retirement, retirement or death.

GENERAL REQUIREMENTS

- A. A tuition waiver form must be completed 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 tuition fee, but not to other fees such as room and board fees, student activity fees, technology fee, 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 children of same-sex domestic partner, a birth certificate for the child as well as the employee'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.
- I. This waiver shall be on a "space available" basis.