



**TUITION WAIVER SUMMARY
(OTHERS – CJJT&R, PSSU, OPEIU, STUDENT ASSOCIATION, ALUMNI
ASSOCIATION, SHIPPENSBURG UNIVERSITY ROTC, CAMPUS CHAPLAIN AND
SHIPPENSBURG FOUNDATION)**

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.

Eligibility: All permanent full-time employees with regular status in an active pay status. .

Tuition Fee Waiver for Employees

- A. 100% waiver of the tuition at employing University.
- B. Employees must have at least one year of full-time permanent employment.
- C. Employees, satisfying the regular admission and academic requirements of the University, may enroll in undergraduate or graduate courses.
- D. Employees may participate even though they may already have earned a baccalaureate or graduate degree.
- E. Enrollment will be limited to the fall and spring semester of the academic year.

Tuition Waiver for an Employee’s Spouse

- A. For the spouse to be eligible, an employee must have at least one full year of full-time permanent employment.
- B. Spouse shall be eligible for a waiver of 50% of the basic tuition fee if enrolled in an undergraduate or graduate degree program. Continuing education courses are excluded.
- C. Participation by a spouse is limited to all academic work necessary to complete requirements toward the spouse’s **FIRST** baccalaureate degree with a maximum of 130 credit hours. If the spouse has already earned a baccalaureate degree, then the first graduate degree program will be acceptable.

- D. This waiver policy 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. The spouse will need to satisfy the regular admission and academic requirements of the University.
- F. Enrollment will be limited to the fall and spring semester of the academic year.

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. To be eligible, an employee must be full-time and employed with the expectation of completing 12 months of employment.
- B. 100% waiver of tuition at employing University.
- C. Applicable to only first undergraduate degree or until the age of 25, whichever comes first. Participation in this program is limited to children who have not earned a baccalaureate degree.
- D. Children will need to meet the University's admission requirements.
- E. Enrollment in summer is permissible.
- F. 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 and submitted in advance for each semester of enrollment.
- B. All participants in the 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 basic fee during a particular semester of sessions 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.