



TUITION WAIVER SUMMARY (SCUPA)

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 SCUPA Master Agreement and shall supersede all prior University and/or Board of Governor policies.

Eligibility: Eligible professional employee shall be defined as any permanent, full-time professional employee in active pay status but shall include permanent full-time employees who are receiving benefits while on cyclical leave without pay.

Tuition Waiver for Employees

- A. 100% waiver of tuition for undergraduate credits or graduate credits at employing University and any PASSHE University, not to exceed 128 credits for undergraduate credits or not to exceed 60 credits for graduate credits or any combination of undergraduate or graduate credits up to 60 credits.
- B. The total number of undergraduate and/or graduate credits that may be take shall be limited to a maximum of 6 credits per semester and must be taken during non-working hours.
- C. Tuition waiver will apply to all credits for which an employee receives some type of transcribed grade or notation, including incomplete and withdrawn. All credits for which tuition has been waived will count toward the maximums set forth above except that the credits will not count if the employee withdraws prior to receiving a transcribed grade or notation.
- D. 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.
- E. Employees must satisfy the regular admission and academic requirements of the University.
- F. Limited to courses taken during non-working hours on a “space available” basis as

certified by the appropriate management authority.

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

- A. 100% waiver of tuition at employing University.
- B. 50% waiver of tuition for newly admitted spouse/same sex domestic partner at other PASSHE Universities.
- C. Applicable to first undergraduate degree only and shall be on a "space available" basis as certified by the appropriate management authority.
- D. Spouse must be enrolled in a degree granting program. Continuing education courses are excluded.

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. 50% waiver of tuition for newly admitted children at other PASSHE Universities.
- C. Applicable to first undergraduate degree or until the age of 25 whichever comes first, and shall be on a "space available" basis as certified by the appropriate management authority.
- D. Continuation of tuition waiver for children of employees if the employee becomes permanently disabled or dies and has fifteen (15) or more years of service, exclusively within the Pennsylvania State System Higher Education (PASSHE) service.
- E. Continuation of tuition waiver for children of employees if employee meets all of the following conditions:
 - a. retires on or after January 1, 2003 from the University, (except for those annuitants who are now vested under a University policy); AND
 - b. is at or above the superannuation age; AND
 - c. has fifteen (15) or more years of service, exclusively within the Pennsylvania State System of Higher Education at the date of retirement. 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 in advance 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 union and activity fees, orientation fees, instructional/educational 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. 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.