**Policy Name:** Educational Assistance Program (Tuition Waiver)

**Responsible Department:** Human Resources

**Approving Body:** Policy Committee

**Approved Date:** Tuesday, December 15, 2014

**Purpose:**
N/A

**Policy:**

**Faculty, Regular Staff and Retired Employees**
This program is provided to encourage current and retired employees to take advantage of the educational opportunities available at Western New Mexico University.

**Eligibility**
All regular full-time and regular part-time employees are eligible for the tuition waiver once they have completed their 90-day trial period. However, regular part-time employee’s benefits will be prorated according to their hours of employment.
Retired employees are eligible for the same benefit as a regular staff employee. Benefits are available to the retired employee, but not to their spouse or dependents.
Tuition waivers will be allowed provided sufficient funds are available.

**Tuition Waiver**
1. Tuition will be waived for the employee’s legal spouse and each dependent child to be used beginning July 1\(^{st}\) through June 30\(^{th}\) each fiscal year and will be subject to the restrictions listed below. Dependent child shall be defined as the employee’s biological child, stepchild, or child for whom the employee has court-appointed guardianship and who is dependent upon the employee for support and maintenance (as used for tax purposes). Human Resources may request a copy of a birth certificate, marriage license, most recent tax return or baptismal certificate for proof of dependency. All documentation must be provided to the Human Resources Office before the waiver will be approved. Falsification of information is grounds for disciplinary action.

2. The benefit for employees only shall be up to 18 credit hours (undergraduate or graduate) on campus tuition charge for the fiscal year (July 1\(^{st}\) through June 30\(^{th}\)). Dependents are eligible for
the dollar amount of tuition based on a twelve credit hours **on campus** tuition charge for the fiscal year July 1\textsuperscript{st} through June 30\textsuperscript{th}. Lab fees are not included in this benefit and are the responsibility of the employee.

3. Employees may take classes during the workweek. Time off with pay can be granted whether the class is being paid for by the individual or the university.

4. All courses taken during work hours must be approved by the supervisor and the appropriate Vice President. Because of workloads or other legitimate business reasons, it may not be practical to grant time off to an employee. In these cases, the needs of the university shall prevail. When time off for classes is granted, it is the Vice President’s and supervisor’s responsibility to ensure that university work is given priority, completed in a timely manner, and that offices have appropriate coverage during absences. The Vice Presidents and Directors are to ensure that Non-exempt employees hours do not exceed 40 hours per week between work and time in class.

5. When class enrollment is required by University Administration, the time required away from the job to attend these classes will be counted as administrative leave. The employee will not be obligated to take vacation or leave without pay. Non-exempt employees required to attend classes after working hours will be compensated for these hours as though they were hours worked.

6. Employees may enroll in Continuing Education classes during the day.

7. The tuition waiver does not apply to any costs other than tuition and the registration fee. Lab fees and other special fees required for courses taken must be paid by the employee. Books are not covered by the tuition waiver.

8. If an employee drops a class, he or she is required to notify and submit a drop slip to Human Resources to adjust the tuition waiver.

9. If an employee drops a class before the census date, they will be required to reimburse the University for any tuition that was waived.

10. Benefits as listed shall not be modified or substituted for other benefits.

Approved by: Policy Committee  
December 13, 2004

**EDUCATIONAL ASSISTANCE PROGRAM (TUITION WAIVER)**  
**Adjunct Faculty and Temporary Employees**  
This program is provided to encourage current employees to take advantage of the educational opportunities available at Western New Mexico University.
Eligibility
All temporary full-time and regular part-time employees with employment contracts that extend at least 6 months or whose employment is contingent upon the academic semesters are eligible for the tuition waiver, subject to certain restrictions outlined below. However, temporary part-time employee’s benefits will be prorated according to their hours of employment. Tuition waivers will be allowed provided sufficient funds are available.

Tuition Waiver
11. Tuition will be waived for the employee only.

12. The benefit for employee only shall be up to 18 credit hours (undergraduate or graduate) on campus tuition charge for the fiscal year (July 1st through June 30th). Lab fees are not included in this benefit and are the responsibility of the employee.

13. Temporary employees will not be paid for hours spent in class. They will only be paid for actual hours worked. If temporary employees, at the discretion of the supervisor, take classes during the workweek, arrangements may be made with the supervisor to make up the hours.

14. The benefit for adjunct faculty (employee only) shall be a waiver equivalent to their current course load per semester with an additional course over and above their current course load.

15. All courses taken during work hours must be approved by the supervisor and the appropriate Vice President. Because of workloads or other legitimate business reasons, it may not be practical to grant time off to an employee. In these cases, the needs of the university shall prevail. When time off for classes is granted, it is the Vice President’s and supervisor’s responsibility to ensure that university work is given priority, completed in a timely manner, and that offices have appropriate coverage during absences. The Vice Presidents and Directors are to ensure that Non-exempt employees hours do not exceed 40 hours per week between work and time in class.

16. When class enrollment is required by University Administration, the time required away from the job to attend these classes will be counted as administrative leave. The employee will not be obligated to take vacation or leave without pay. Non-exempt employees required to attend classes after working hours will be compensated for these hours as though they were hours worked.

17. The tuition waiver does not apply to any costs other than tuition and the registration fee. Lab fees and other special fees required for courses taken must be paid by the employee. Books are not covered by the tuition waiver.

18. If an employee drops a class, he or she is required to submit a drop slip to Human Resources to adjust the tuition waiver.
19. If an employee drops a class before the census date, they will be required to reimburse the University for any tuition that was waived.

20. Benefits as listed shall not be modified or substituted for other benefits.

**Procedures:**
None