

Tuition Discounts for Employees

Board Policy 440.1 extends educational benefits to full-time employees and their spouses and dependent children at reduced rates. Board Policy 475.1 also extends educational benefits to employees who have been awarded Emeritus status. This benefit for emeritus employees and their dependents (spouse or eligible child) must be reviewed and approved by the Chancellor's Office

Eligibility

All full time employees that are 100% appointed as of the final day of regular registration in any particular session or semester, their spouses, and their dependent children (as defined by the Internal Revenue) are eligible. Spouses who have not remarried and dependent children of deceased employees who died while in full-time employment of the University of Arkansas are also eligible. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only.

Employees who have been awarded Emeritus status are eligible for a waiver of enrollment fees on a space available basis.

Public employees assigned to the Fayetteville campus to administer or assist with a program are considered University employees,, even if they are not paid by the campus (e.g., ROTC, AFROTC). A memorandum is required from the hiring department identifying each employee eligible for this discount.

Transferability

The tuition waiver benefit is available to any employee, employee's spouse, or employee's dependent at any on-campus unit of the University of Arkansas regardless of the site of employment. Waiver benefits are applicable to tuition only and all remaining fees are to be paid in full for any enrollment. This waiver benefit only applies to for-credit classes.

Limitations

1. Employees may take a maximum of eleven hours of any combination of undergraduate or graduate credit hours during the fall and spring semesters and up to three semester credit hours during each summer term, when dates of enrollment are non-concurrent. Class enrollment is permissible on a space available basis, unless approved by the Financial Systems Coordinator in the Treasurer's Office.
 - a. Employees with a record of employment and an enrollment record prior to July 1, 2005 will be granted a scholarship for the difference of 5% of tuition and the \$5.00 per credit hour tuition for courses offered by the employee's campus or at 30% of the cost of full tuition for courses offered by any other campus within the University System. All hours taken above these maximums will be charged at the full rate. All remaining fees are the responsibility of the employee.

- b. Employees that do not have an employment record prior to July 1, 2005 will be charged 5% of the cost of tuition for courses offered by the employee's campus or at 30% of the cost of full tuition for courses offered by any other campus within the University System. All hours taken above these maximums will be charged at the full rate. All remaining fees are the responsibility of the employee. This change will be effective beginning the Fall 2005 term. **The tuition rate will be increased to 10% beginning the Fall 2006 term.**

This waiver does not apply to Law School or Medical School

This waiver does not apply to correspondence courses.

This waiver does not apply to non-resident tuition.

Courses taken at the Fayetteville campus during working hours are limited to one course per semester, not to exceed five hours.

2. Spouses and dependent children may take up to 132 undergraduate credit hours at a discount of 50% of tuition fees at the Fayetteville campus or at 60% of full tuition at any other campus within the University system. The student is responsible for remaining assessed fees.

This waiver does not apply to Law School or Medical School

This waiver does not apply to correspondence courses.

This waiver does not apply to non-resident tuition.

A student may not receive discounts as both an employee and as a spouse or child of an employee.

Employee Dependents with University Scholarships

The University-funded scholarships may be awarded to students who are also eligible for a tuition discount. The dependent tuition waiver is first applied to the student's tuition and fees and then the University scholarship is applied to any remaining tuition and fees and room and board. The dependent tuition discount and scholarship together can not exceed the total tuition and fees and room and board for the student.

Definitions

Regular Working Hours are defined as working hours the supervisor assigns, usually 8:00 a.m. to 4:30 p.m. for standard shift employees. The lunch period and breaks are considered a part of the normal working day; therefore, a class taken during these times will require release time approval.

Release Time is defined as time taken during regular working hours when the employee will be taking courses at reduced rates. Release time, if granted, can be approved in one of two ways:

Release from regular working hours, but requiring the employee to take annual leave for all hours in class.

Release from regular working hours without annual leave deductions.

Immediate Supervisor – The immediate supervisor must have authority to approve enrollment at reduced rates and/or during regular working hours, otherwise the approval must be granted at the next higher level where such authority formally exists.

Granting of Release Time

Release time, in either form, is not a right but a privilege which is granted at the supervisor's discretion. This policy does not assume that release time from working hours will be automatically permitted. Many factors, including but not limited to, the employee's performance, direct applications of the course work to the employee's position, overall benefit of the course work to the employee and the institution, and maintenance of office hours and functions to the student, faculty, staff, and general public are considered prior to the granting of release time.

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