

## FACULTY/STAFF TUITION WAIVER FOR TAKING CLASSES AT EKU

**Employee Enrollment F081**       **Spouse/Dependent Enrollment F083**

**Please Print or Type**

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ EKU ID # \_\_\_\_\_

Department \_\_\_\_\_ Position Title \_\_\_\_\_ Office Phone # \_\_\_\_\_

**Section II: Course Information (One term **ONLY** per form)**

Course #	Course Title	Credit	Time	Day

This course is being taken for:     Undergraduate Credit Hours     Graduate Credit Hours     Audit

Year: \_\_\_\_\_  Fall                       Spring                       Summer I                       Summer II

Are you currently employed as an instructor for EKU?     Yes                       No

Do you conduct research for EKU?                       Yes                       No

**Section III: Employee Enrollment Information (To be completed for employee enrollment **ONLY**)**

Classification:     Undergraduate Student                       Graduate Student                       Other: \_\_\_\_\_

1. Please check one:

- Enrollment in the selected course will not be scheduled during regular teaching or working hours
- Enrollment in the selected course will be scheduled during regular teaching or working hours

2. It is agreeable with my supervisor that I make up time lost from work in the following manner:

**Section IV: Spouse/Dependent Information (To be completed for spouse/dependent enrollment **ONLY**)**

Last Name \_\_\_\_\_ First \_\_\_\_\_ M \_\_\_\_\_ EKU ID# \_\_\_\_\_

Relationship to Employee \_\_\_\_\_ (Dependent Child **ONLY**) Date of Birth \_\_\_\_\_

Classification:     Undergraduate Student     Graduate Student    (Dependent Child **ONLY**)     Married     Single

Claimed on last year's tax form     Yes                       No                      Will claim on this year's tax form     Yes                       No

See the reverse side of this form for signature(s)  
and to review the guidelines of the Faculty/Staff Tuition Waiver  
(OVER)

**GUIDELINES (Pilot 2008-2009)**  
**Tuition Waivers for Faculty/Staff, Spouses and Dependent Children**

**Eligibility:**

An Eastern Kentucky University full-time employee whose status includes participation in the retirement system and health insurance and who is a regular full-time employee is eligible to participate in the faculty/staff scholarship program. Temporary or part-time employees as well as retirees are not eligible for a tuition waiver. The tuition waiver may be transferred to the legal spouse and/or dependent children of eligible employees for academic classes taken at ECU, the Kentucky Commonwealth Virtual University and some study abroad programs. If you have any questions about employee eligibility, contact the Human Resources Office at 622-6835. The HR office is located in the Jones Building, room 203.

**Applicability:**

Faculty/staff may use a tuition waiver for any course(s) for academic credit and for special interest courses that are directly related to employment responsibilities. A spouse or dependent child may use the tuition waiver for academic credit courses only. The scholarship applies only to tuition and not to special course fees or other fees required for a course.

A dependent child is defined as one who is an unmarried natural child, adopted child, stepchild or legal ward and is less than 25 years of age as of the first day of the semester for which the class is offered and who is claimed by the employee for income tax purposes. In the case of legal separation or divorce, a natural or adopted child or legal ward may participate in this program regardless of which parent declares the child as a dependent for income tax purposes. Spouses and/or dependent children must meet University admission requirements and any specific program requirements.

The maximum waiver/scholarship available for each semester is that which provides tuition support for a full time student class load as defined in the current student handbook. This also applies in situations where the scholarship is being transferred to two (2) dependents of two (2) eligible ECU employees.

In situations where one (1) employee is transferring the scholarship to a spouse and dependent(s), or to multiple dependents, the maximum number of hours that may be transferred per semester, in any combination, is twelve (12).

Spouses and dependent children who are receiving scholarships from other sources are eligible to participate in this program; however, the combined amount of all tuition waivers/scholarships may not exceed the total amount of tuition and fees. A residual check cannot print from this tuition waiver or tuition scholarships nor will there be a refund issued for withdrawing or dropping hours.

**Scheduling:**

Employees are encouraged to take courses other than normal working hours. In the event a conflict with working hours cannot be avoided, the employee should make arrangements with his/her supervisor to make up the time or request time without pay. See Section III of this form.

**Procedures:**

Employees should complete a Faculty/Staff Tuition Waiver **immediately** after enrolling into a course(s). If two (2) eligible employees transfer the scholarship to their dependent(s), each employee must submit a separate tuition waiver.

The individual is responsible for obtaining all required signatures in Section V. Each department should keep a copy of this form on file for each employee. Completed forms should be submitted to HR for processing and will be forwarded to either Financial Aid Scholarship Office or Community & Workforce Education. Keep in mind; you must complete a new tuition waiver request each semester for all classes.

**Tax:**

Participation in the Faculty and Staff Tuition Waiver Program may generate additional taxable income under the provisions of the federal tax code for graduate, professional, and doctoral level programs.

- a. The course offering institution will provide a report to the chief personnel officer of each employing institution on all employees participating in the Faculty/ Staff Tuition Waiver Program. The report shall designate the course number and whether the course is undergraduate, graduate, doctoral, or professional.
- b. The employing institution is responsible for withholding of the proper taxes and for reporting taxable income for all employees of the institution regardless of the institution where the course is taken.
- c. Any tax liability incurred through participation in this program is the responsibility of the employee.
- d. In the event an employee withdraws or drops a class, taxation is applicable to the non-refundable portion of the tuition waiver.

\*\*\*\* By signing this document, the employee agrees to comply with the policies and procedures set forth in the Schedule of Classes Booklet (i.e., Employee is responsible for the late registration fee, refund policy, and dis-enrollment and reinstatement fees.

**Section V: Authorization (To be completed for employee or spouse/dependent enrollment)**

Employee(s) Signature	Date	Human Resources Representative (FOR ALL WAIVERS)	Date
Administrative Head of Dept Date (FOR EMPLOYEE WAIVER ONLY)		Financial Aid Scholarship Coordinator	Date

**For academic credit courses:** Submit completed form to HR, Coates 24A, Jones 203. HR will process and forward to the Financial Aid Scholarship Office.  
**For all non-credit courses:** Submit completed form to HR, Coates 24A, Jones 203. HR will process and forward to Community & Workforce Education.