

TUITION WAIVER FOR EMPLOYEES

I. Eligibility

All full-time active employees, not on leave without pay other than workers compensation, military or family medical leave, employed 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 Service) are eligible. Surviving spouses, who have not remarried, and dependent children of deceased employees who died while in the 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. For employees hired after May 1, 2017, eligibility as described above shall begin with the final day of regular registration following continuous employment in a full-time position with the University for one complete fall or spring semester.

II. Transferability

The tuition waiver benefit is available to any employee, employee's spouse, or employee's dependent children at any on-campus unit of the University of Arkansas regardless of the site of employment. Individual units may also allow tuition waivers in specified off-campus classes when enrollment in the class in which enrollment is sought already has sufficient student enrollment by full-fee paying students to meet the minimum enrollment (as established by the offering unit) to recover the costs of offering the class. Waiver benefits are applicable to web based or distance education courses offered through any campus unit of the University of Arkansas or through eVersity. Waiver benefits are applicable to tuition only. All applicable fees are to be paid in full for any enrollment. The waiver benefit is applicable to credit classes only.

III. Extent of Waiver

A. Employees may take up to 132 undergraduate semester credit hours at any UA academic institution at 50% of the cost of tuition. A Chancellor or chief executive officer may offer a greater employee discount or offer an employee waiver for graduate degree programs or offer waivers for additional hours for employees enrolled in programs at the employee's campus. A Chancellor or chief executive officer may also choose to reimburse a percentage of tuition for employees taking undergraduate or graduate courses at another UA academic institution. If a campus elects to offer reimbursements or additional waivers, the campus or unit must first adopt a policy that has been approved by the Office of General Counsel.

B. Employees of the University of Arkansas System office, the Cooperative Extension Service, the Agricultural Experiment Stations, the UAMS Area Health Education

Centers, and other divisions and units that do not offer undergraduate degree programs shall designate one campus as the "employee's campus" for purposes of this policy. The designated campus shall remain the same for the term of employment unless the site of employment changes. These employees should receive the same employee and/or dependent tuition waiver available for undergraduate education on the designated "employee's campus" that is available for employees of the designated campus. These employees may only receive a waiver or reimbursement for graduate education tuition if their employing unit adopts a policy to offer this benefit through reimbursement to either the employee or the campus where the employee is enrolled.

- C. Spouses and dependent children may take up to 132 undergraduate semester credit hours and receive a 50% tuition discount at the employee's campus or 40% tuition discount at any other campus within the University of Arkansas. A student may not receive discounts as both an employee and as a spouse or dependent child of an employee. A Chancellor or chief executive officer may offer a greater tuition discount for the spouse/dependents of employees on their home campus. If a campus or unit elects to offer a greater discount, the campus or unit must first adopt a policy that has been approved by the Office of General Counsel.

#### IV. Administration

Campuses and units may adopt campus policies and procedures for issues involved with administering the tuition waiver such as creating approval processes for increasing the employee waiver or providing reimbursements for tuition charged at another UA institution, and allocating leave time for coursework in accordance with UASP 445.1. Any policy must first be submitted to the Office of General Counsel for review and approval.

#### V. Effective Date

This policy shall be effective May 1, 2017.

November 11, 2016 (Revised)  
 June 3, 2005 (Revised)  
 June 6, 2003 (Revised)  
 June 7, 2002 (Revised)  
 November 8, 1996 (Revised)  
 November 12, 1993 (Revised)  
 June 25, 1987 (Revised)  
 January 16, 1986