

FACULTY/STAFF TUITION WAIVER FOR TAKING CLASSES AT ECU

**Employee Enrollment
F081**

**Spouse/Dependent Enrollment
F083**

Please Print or Type (To fill in the check boxes, double click the check box, choose checked under default value, click OK.)

Section I: Employee Information

Last Name _____ First _____ M _____ ECU ID# _____
 Department _____ Position Title _____ Office Phone # _____

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

Course No.	Course Title	Credit	Time	Day

This course is being taken for: Undergraduate Credit Hours Graduate Credit Hours Audit
 Year: _____ Fall Spring Summer

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

Do you conduct research for ECU? Yes No

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

Classification: Undergraduate Student Graduate Student Other:

- 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.

- 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 _____ ECU 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 (Y or N)? Will claim on this year's tax form (Y or N)?

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

(OVER)

GUIDELINES

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 EKU, the Kentucky Commonwealth Virtual University and some study abroad programs. If you have any questions about employee eligibility, contact the Division of Human Resources at 622-6835. That 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 support is not to exceed six hours per term for fall, spring, and summer, or three hours for intersession. 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.

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:

Individuals should complete a Faculty/Staff Tuition Waiver **prior** to enrolling for a class. 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. A copy of the executed form should be provided to either the Financial Aid Scholarship Office or to the Office of Community & Workforce Education. Keep in mind, you must complete a new tuition waiver request each semester for all classes. **NOTE:** For those families who have both parents eligible for the six hour tuition waiver, the dependent student can use six hours from each parent. The parents and dependent student must complete two forms.

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 and 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 Director Date
(FOR ALL WAIVERS)

Administrative Head of Dept. Date
(FOR EMPLOYEE WAIVER ONLY)

Financial Aid Scholarship Coordinator Date

This form must be approved and presented to the Financial Aid Scholarship Office (SSB 129) for academic credit courses only. For all non-credit courses, this form must go to the Office of Community & Workforce Education in Perkins 202.