

TUITION/FEE WAIVER

1. PURPOSE: To detail the steps to be taken by faculty/staff who are entitled to enrollment, on a space available basis, in courses at any university in the Minnesota State University System without payment of tuition or fees, except laboratory or special course fees. The faculty/staff member's spouse or dependents may share this right within the limit established above, with waiver of tuition only.

2. ELIGIBILITY/LIMITATIONS:

a. Eligibility for tuition waiver is determined by language in the appropriate bargaining agreement/pay plan.

b. Eligible dependents are defined using IRS standards. Spouses and dependents are eligible for waiver of tuition.

c. The waiver is limited to twenty-four (24) credit hours per year. For this purpose, a year is defined as starting the day following the close of Spring Quarter and ending the last day of Spring Quarter of the following year.

d. If both a husband and wife are qualified for tuition waiver, the benefits for dependents double.

e. The tuition waiver can be utilized only for credit courses. Non-credit or CEU-granting courses do not qualify for inclusion in this program.

3. PROCEDURE FOR ENROLLMENT:

a. The employee should request a certificate indicating his/her eligibility for tuition waiver from the Human Resources Office (copy of form attached).

b. After completing the form, the faculty member should forward the form to the Office of Human Resources for certification of eligibility. The original will be returned to the faculty member/dependent and for use at registration and copies forwarded as indicated on the form. If the waiver is requested for a spouse/dependent, the employee should sign the form in the space provided prior to Human Resources approval.

c. If a student does not have an approved tuition waiver form at the time of registration, he/she should pay the tuition and if the tuition waiver form is turned in within ten (10) days of registration, an appropriate refund will be made.

4. This WSU regulation supersedes WSU Regulation 3-5, dated August 18, 1988.

AUTHENTICATED BY:

Darrell W. Krueg@r @
President

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Attachment

Authoritative References:

Agreements between MSUB and IFO,
MSUAASF/Teamsters Local 320, AFSCME
Council 6, MMA, MNA, and the Confidential/
Managerial employee compensation plans

Tuition Waiver Form

Winona State University

Employee Name: SSN:

Student Name:

Student SSN:

Relationship:

of Graduate Credits of Undergraduate Credits Quarter:

If Waiver is to be utilized at a State University other than Winona State

please indicate school

NOTE: Dependents/spouse eligible for waiver of tuition only.

24 credits per year. Year begins 1st Summer Session and ends

Spring Quarter.

ALL REFLTND S OR ADJUSTMENTS TO YOUR REGISTRATION MUST COMPLY WITH STATE UNIVERSITY BOARD AND
WINONA STATE UNIVERSITY POLICY.

I certify the recipient of this waiver is

my legal dependent/spouse in accordance

with IRS regulations and will be claimed as such on my income tax form.

Employee Signature Date Human Resources Authorization

White: Human Resources

Green: Business Office

Yellow: Marie Bush

Pink: Financial Aid

Goldenrod: Employee