



Procedure Administrator: Chief Human Resources Officer

potential resources available to the qualified student. Qualified students must complete the University's financial aid process.

2. All employees must submit a completed *Tuition Reimbursement/Waiver Form* each semester to the Office of Human Resources (OHR) for each individual they seek to enroll. All waiver forms must be submitted by the conclusion of the drop/add period for the semester in which the employee is seeking a waiver. Forms received after this timeframe

WITHDRAWALS: If a student receiving a waiver fully withdraws from their registered courses or drops below 12 credits in any semester, the waiver will be nullified for such semester.

INCOMPLETES: If a student receiving a waiver receives an incomplete for a course, a portion of the waiver will be nullified unless the incomplete is resolved. If the incomplete is resolved and a grade is assigned for the course, the waiver may be reapplied.

FAILURE TO PAY FEES: Failure to make payment to the University for assessed fees renders the student ineligible for future waivers until full payment is received.

EMPLOYEE LEAVE OF ABSENCE: Tuition waiver benefits may cease during a leave of absence that is one month or longer in duration, unless prohibited by law. If an employee is placed on unpaid leave for failure to comply with University policies or procedures, tuition waiver benefits will immediately be suspended, and the employee will be responsible for pro-rated tuition costs.

EMPLOYEE SEPARATION OF EMPLOYMENT: In the event of the resignation, retirement, or death of an employee who has a dependent, spouse, domestic or civil partner enrolled in the University, the enrolled student shall remain eligible for the tuition waiver for the current semester in which the employee separates from employment, but not subsequent semesters, so long as the employee was not on unpaid leave referenced above. In the event of termination for cause, the University reserves the right to terminate the waiver.

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