

WEST VIRGINIA STATE UNIVERSITY
ADMINISTRATIVE PROCEDURE #001

Title: EMPLOYEE TUITION WAIVER

Section 1. General

- 1.1. **Scope:** This administrative policy outlines the parameters of tuition waivers for employees of the University. The benefits described in this procedure apply to permanent, benefit-eligible employees of West Virginia State University (WVSU), the WVSU Research & Development Corporation, and the WVSU Foundation. Part-time employees (including adjunct faculty), individuals employed via WV-48 Agreement are not eligible for waivers. This administrative procedure applies for enrolled courses offered at West Virginia State University only. The benefits outlined within the procedure are not transferable to another employee. Questions regarding this procedure should be directed to the Office of Human Resources.
- 1.2. **Authority:** W.Va. Code §18B-10-5 and §18B-10-6
- 1.3. **Effective Date:** November 1, 2024

Section 2. General Provisions

- 2.1. This administrative procedure shall apply to employees who hold a permanent, benefits-eligible (0.53 FTE and above) position and must have completed at least six (6) months of service as a permanent, benefits-eligible employee before the beginning of the semester for which the waiver is requested.
 - 2.1.a. Faculty and Professional Staff Members in a Long-Term Disability status are not eligible to receive Tuition Waiver.
 - 2.1.b. Retired Faculty and Staff **are not** eligible to receive Tuition.
- 2.2. Employees enrolled in courses during scheduled work hours must abide by the requirements outlined in this procedure.

Section 3. Educational Tuition Waiver Provisions

- 3.3. Employees enrolled at West Virginia State University shall be eligible to receive a full waiver for tuition, program and mandatory fees only.
 - 3.3.a. Undergraduate – Unlimited, up to one Bachelor’s Degree

- 3.3.b. Graduate – One Masters Level Degree Program
- 3.3.c. Doctoral – Approval by the University’s Chief Financial Officer Required. (Two (2) Employees per cohort.)
- 3.3.d. Non-Credit Courses and Certificate Programs – eligible for full tuition waiver.

- 3.4. The University reserves the right to limit enrollment by Eligible Employees to 15 percent of the total enrollment in a course.

- 3.5. The employee must submit the **West Virginia State University Employee Tuition Waiver Application** to the Office of Human Resources for each term of enrollment ten (10) business days before the billing due date of each Semester. Waivers will be reviewed and submitted each semester.

- 3.6. A tuition waiver cannot cause a refund for an employee.

- 3.7. All employees must file a FAFSA. A waiver may be reduced if another tuition award is received.

- 3.8. Waivers will be submitted each semester. A waiver may be granted beyond eight (8) semesters or terms upon the written approval of the University’s Chief Financial Officer.
 - 3.8.a. The employee must notify the Human Resources office and the Financial Aid office, in writing, if a drop in enrolled hours occurs.
 - 3.8.b. Should an employee need to withdraw from courses, the withdrawal must occur by the 100% refund policy date. If an employee must withdraw after the 100% refund policy date, the employee will be responsible for the balance.
 - 3.8.c. Should an employee receive an incomplete, or a final grade of “D or lower” in any course while on Tuition Waiver, they will have their Tuition Waiver benefit suspended for two (2) academic terms, unless waived by the Provost and CFO.
 - 3.8.d. If an employee voluntarily resigns from employment prior to the end of a term, Tuition Waiver will end as of the date the employee ceases employment and the employee will be responsible for the prorated cost of tuition and fees for the remainder of the term.
 - 3.8.e. If an employee is involuntarily terminated from employment, their Tuition Waiver benefit will end as of the date the Eligible Employee ceases employment and the employee will be responsible for the prorated cost of tuition and fees for the remainder of the term.
 - 3.8.f. If an employee is involuntarily terminated from employment due to layoff or other reduction-in-force, they will continue to receive Tuition Waiver for the then current

term of enrollment only. Eligibility to receive the Tuition Waiver benefit for any subsequent term ceases.

- 3.9. Employees shall not use institutional materials, supplies, or property for course-related activities.

Section 4. Educational Release Time

- 4.1. Only permanent, benefits-eligible (at least 0.53 FTE) employees, not on a probationary or adjustment period, are eligible for time-off to attend an enrolled course at West Virginia State University. Educational Release Time is available with supervisor approval for eligible employees to attend an enrolled course at West Virginia State University during the regular work day schedule. **Class attendance must not interfere with the accomplishment of duties or the work of the department.**
- 4.2. Educational Release Time is limited to three hours per week *and* must be approved by the employee's operating unit supervisor.
 - 4.2.a. Exceptional requests must be accompanied by a statement from the employee on the request form, explaining the need for requesting the extra course hours. **IN NO CASE WILL RELEASE TIME FROM WORK BE GRANTED FOR REQUESTS IN EXCESS OF 6 CREDIT HOURS PER SEMESTER.**
- 4.3. All Educational Release Time granted **will be required to be made-up**. The makeup time approval is included as a part of the WVSU Employee Tuition Waiver Form. An employee can request time off for an enrolled class at WVSU and make up the time by working an alternative schedule without receiving overtime pay or otherwise accounted by the employee through prior agreement with the employee's operating unit supervisor via earned vacation.
 - 4.3.a. A reasonable period of time will be allowed to an employee for the purpose of travel to and from the work area to class(es). For classes on this campus, 10 minutes per 3-hour class is considered reasonable.
- 4.4. Educational Release Time is to be regulated and monitored by the employee's direct supervisor. Such time is to be included in the total time allotment and recorded on the employee's attendance/time record.
- 4.5. Any employee who has received Educational Release Time, must upon completion of class(es), submit a copy of the End of Term Grade Report to the Office of Human Resources (date specific-this will be dependent upon when students' grades are submitted) for audit and record-keeping purposes of the University.
- 4.6. The operating unit supervisor and area Vice President, together, reserve the right to set departmental "quotas" regarding the total number of employees approved for Educational

Release Time under this section. Where conflicts exist, the concept of first requested, first approved shall apply.

- 4.7. The three (3) hours of Educational Release Time nor course attendance and related activities will not count as hours worked for purposes of the Fair Labor Standards Act (FLSA) overtime, the worker's compensation act, or any other wage and hour laws or regulations otherwise applicable to employees.
- 4.8. Any class hours which are not scheduled during the employee's regular working hours are not affected by this Procedure or its provisions. Only class hours taken during the employees' regular working hours are regulated by this Procedure statement.

Section 5. Application

Initiating application for tuition waiver:

5.1. Employee:

- 5.1.a. All employees who plan to use Tuition Waiver must apply for and be accepted into the University.
- 5.1.b. Completes the West Virginia State University Employee Tuition Waiver Form on the Human Resources webpage and signs the form understanding the disclaimer and provisions included. Incomplete applications or applications containing inaccurate information will not be processed/accepted.
- 5.1.c. Obtains Educational Release Time approval and Makeup Time agreement (if applicable) outlining the provisions with the employee release time and compensating time off.
- 5.1.d. Returns the form to the Office of Human Resources with authorized signatures from the operating unit Supervisor, Vice President, and University's Chief Financial Officer.
- 5.1.e. For waiver credit to appear on the registration bill, the application should be submitted to the Office of Human Resources ten (10) days before the start of the Fall Semester. Applications received up to three (3) days before the start of the Fall Semester does not assure timely processing for allocation of the waiver. Applications received after regular classes start will not be processed for that term.
- 5.1.f. Employees receiving Tuition Waivers **are fully responsible for any tax liability incurred** as a result of receipt of this benefit. University Payroll will make the appropriate withholdings in connection with the Tuition Waiver benefit. Additional information is also available at the University's Payroll website. Tax-related information regarding Tuition Waiver is provided to employees as a courtesy and is not intended as tax advice. Employees receiving Tuition Waiver should consult their own tax advisor regarding the tax implications of this benefit.

- 5.1.g. Employees are required to work one month after completion of each course covered by Tuition Waivers, beginning at degree completion, or last term completed. If the employee fails to comply with this provision, the employee will be required to reimburse WVSU on a course hour for hour basis.
- 5.2. Department Operating Unit Supervisor:
 - 5.2.a. Authorizes the course approval and Educational Release Time form and submits it to HR.
- 5.3. Offices of Business and Finance:
 - 5.3.a. HR reviews applications for accuracy and approvals for billing.
 - 5.3.b. CFO reviews and approves.
 - 5.3.c. The employee is notified via email on the Friday following the tuition waiver being applied to the Financial Aid package.
 - 5.3.d. A copy of applications is retained in the Office of Human Resources as a part of the employee personnel record.