

**WEST VIRGINIA STATE UNIVERSITY
ADMINISTRATIVE POLICY #002**

Title: TUITION WAIVERS FOR DEPENDENT CHILDREN OF WEST VIRGINIA STATE UNIVERSITY EMPLOYEES

Section 1. General

- 1.1. This policy outlines the parameters of tuition waivers for dependent children of West Virginia State University employees. The benefits described in this policy 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 this benefit. This policy applies for courses at WVSU only. The benefits outlined within the policy are not transferrable to another employee.
- 1.2. AUTHORITY: W.Va. Code §18B-10-5 and §18B-10-6
- 1.3. Effective Date: July 1, 2020

Section 2. Dependent Eligibility

- 2.1 A “dependent child” is defined as the son/daughter, stepson/stepdaughter, or legally adopted son/daughter of an eligible employee who is under the age of 26 and would similarly qualify for the employee’s health insurance benefit.
- 2.2 Biological children, adopted children, or stepchildren under age 26 are eligible for this benefit regardless of their residency or marital status.
- 2.3 You must provide documentation substantiating eligibility for this benefit if requested such as a birth certificate and/or marriage license.
- 2.4 Human Resources may request further information from either the dependent student or the employee to determine benefit eligibility.

Section 3. General Provisions

- 3.1 Dependent children of permanent, regular benefits-eligible employees are eligible for a tuition waiver for \$1,500 per semester, per dependent, and regardless of residency status for a maximum of 8 semesters. This benefit is only available for the first Bachelor’s degree.
- 3.2 Employees must hold a permanent, benefits-eligible (0.53 FTE and above) position and must have completed at least six months of service prior to the beginning of the semester for which the waiver is requested in order for their dependent children to be eligible.
- 3.3 The employee’s children that is enrolled at West Virginia State University shall only be eligible to receive a waiver for 8 Fall and Spring semesters. Mandatory fees, individual course fees, parking fees, and other non-mandatory fees are not covered.

3.4 A waiver may be reduced if another tuition waiver or award is received.

Section 4. Student Eligibility

4.1 Dependent children applying for a tuition waiver must meet all applicable terms and conditions for admission to the university, including, but not limited to:

- Entrance requirements as stated in the catalog
- Maintenance of academic eligibility as administered in accordance with the university's Academic Probation and Suspension Policies and Procedures
- Maintenance of personal conduct which is administered in accordance with the Student Disciplinary Policy

4.2 Dependent students must apply and be accepted as degree-seeking undergraduate students. Waivers will not be granted for dual-credit, transient, non-degree, graduate, or collaborative students.

4.3 Transfer students must have a 2.0 or greater GPA from their previous institution to be eligible for the waiver. Any transfer student initially ineligible will be eligible after their overall GPA (institutional and transfer) is 2.0 or greater.

4.4 Continuing students must maintain a 2.0 or greater GPA in their WVSU coursework and overall GPA. If their GPA falls below a 2.0 overall, they will be ineligible for the waiver for the coming semester. Any student made ineligible for this reason will be eligible again after their overall GPA reaches 2.0 or greater.

4.5 Students must be registered as full-time students for any semester the waiver is given. Students must also complete at least 67% of their attempted hours to remain eligible for the waiver.

Section 5. Procedure

5.1 Applications for the tuition waiver will be available on the Human Resources website. Upon registration, an eligible student must complete and submit the application form to Human Resources.

Applications must be submitted no later than one month before the start of the semester. Any applications received after the above mentioned date will not be eligible for reimbursement. ***Application must be submitted each semester.***

5.2 After the application is submitted, the following steps will be taken to process the application:

- Employee status and eligibility will be determined by Human Resources. Recipient dependent status shall be determined by Human Resources similarly to the review for receipt of health insurance.
- The application is then sent to Financial Aid. For transfer, reapplied, and continuing students, initial academic eligibility of each student will be determined with cooperation between Admissions, Financial Aid, and Registration & Records offices. For continuing students, academic eligibility will be determined by Financial Aid.
- Final eligibility will be determined and the waiver will be applied by Financial Aid and the Cashier's office.

Section 6. Separation from Service

- 6.1 For separation due to employee's total permanent disability, official retirement, or death, the benefit will continue for dependent children already receiving the waiver to the full 8 semesters of eligibility.
- 6.2 In the case of separation of employment for any reason other than total permanent disability, official retirement, or death, all tuition waiver benefits of eligible dependent children will cease at the end of the current semester.

8/4/20