



**Policy Number: CU-HR-31**  
**Employee Tuition Waiver Benefits**

**PURPOSE**

**This policy has been enacted to** extend waiver of tuition and certain fees as benefits to eligible employees as permitted in W. Va. Code §§ 18B-10-5 and 18B-10-6.

**SCOPE**

**This policy is applicable to** benefit-eligible employees of Concord University.

**POLICY**

**It is the policy of Concord University** to provide tuition and general fee waivers to qualified and eligible employees of Concord University, their legal spouses, and eligible dependents.

**RESPONSIBILITY FOR IMPLEMENTATION**

The Office of Human Resources shall have primary responsibility for determining benefits eligibility and coordination of this benefit program with the Office of Financial Aid.

**ELIGIBILITY CRITERIA**

**Employee Waiver:** Full-time (> .52 FTE) regular, benefits-eligible employees, who have completed six months of service prior to the beginning of the semester for which the waiver is requested, are eligible for a Concord University tuition waiver.

**Spouses or Dependent Waiver:** The spouse and dependents of full-time, regular benefits-eligible employees who have met service requirements are eligible for a Concord University tuition waiver for up to 12 or more credit hours per semester. Dependent status is established by guidelines set forth by the US Department of Education.

A FAFSA must be completed annually to assure efforts to obtain federal financial aid have been exhausted to maintain eligibility for the waiver. Individuals who are not eligible to file the FAFSA are exempted from this requirement.

**IMPLEMENTATION**

The University has established an implementation process for consideration and approval of employee requests for tuition waivers for themselves or others including a formal application and approval process. The application form may be found at the internal HR site under forms and resources.

Waivers are applied after any federal /state scholarships or grant aid is applied. Federal loans and work study eligibility are not considered in determining the amount of the waiver.

Tuition and general fee waivers may be provided to similarly situated employees of the Research and Development Corporation using the same principles and subject to the same criteria as are Concord employees.

Educational release time is available to benefit-eligible employees to attend class during their regularly scheduled workday for one course per semester when enrolled as students at Concord, subject to prior approval by the supervisor.

Employees desiring to take additional classes during the work day must obtain approval from their supervisor prior to course registration and make arrangements to make up lost worktime.

The University reserves the right to limit the utilization of waivers during times of high student demand. Acceptance in a particular program does not guarantee approval to use a waiver for that particular program.

#### **AUTHORITY FOR INTERPRETATION**

The authority for interpretation of this policy rests with the Chief Human Resources Officer.

#### **REFERENCE / AUTHORITY**

W. Va. Code §§ 18B-10-5 and 18B-10-6

This policy replace CU-HR-31 Employee Tuition Waiver Benefits dated 6/4/2019, and supersedes any information previously published regarding employee waivers in any Concord University Employee Handbook(s).

#### **APPROVAL**

Intent to Plan Approved by Concord University Board of Governors (Board): June 15, 2021

Policy Approved by the Board: November 09, 2021

Effective Date: November 09, 2021