

FACULTY/STAFF TUITION WAIVER FOR TAKING CLASSES AT ECU

Employee Enrollment F081 **Spouse/Dependent Enrollment F083**

Please Print or Type

Last Name _____ First _____ MI _____ ECU ID # _____

Department _____ Position Title _____ Office Phone # _____

Section II: Course Information (One term **ONLY** per form)

Course #	Course Title	Credit	Time	Day

This course is being taken for: Undergraduate Credit Hours Graduate Credit Hours Doctoral

Year: _____ Fall Spring Summer I Summer II

Are you currently employed as an instructor for ECU? Yes No

Do you conduct research for ECU? Yes No

Section III: Employee Enrollment Information (To be completed for employee enrollment **ONLY**)

Classification: Undergraduate Student Graduate Student Doctoral

1. Please check one:
- Enrollment in the selected course will not be scheduled during regular teaching or working hours
 - Enrollment in the selected course will be scheduled during regular teaching or working hours

2. It is agreeable with my supervisor that I make up time lost from work in the following manner:

Section IV: Spouse/Dependent Information (To be completed for spouse/dependent enrollment **ONLY**)

Last Name _____ First _____ M _____ ECU ID# _____

Relationship to Employee _____ (Dependent Child **ONLY**) Date of Birth _____

Classification: Undergraduate Student Graduate Student (Dependent Child **ONLY**) Married Single

Claimed on last year's tax form Yes No Will claim on this year's tax form Yes No

Sponsored Dependent Yes No

See the reverse side of this form for signature(s)
and to review the guidelines of the Faculty/Staff Tuition Waiver
(OVER)

GUIDELINES

Tuition Waivers for Faculty/Staff, Spouses and Dependent Children

Eligibility:

An Eastern Kentucky University full-time employee whose status includes participation in the retirement system and health insurance, who is a regular full-time employee, and who is in "Good Academic Standing" as defined by the Undergraduate or Graduate Catalog, is eligible to participate in the faculty/staff scholarship program. Eligible Employees cannot have a past due balance at the date of the application for the Tuition Waiver. Temporary or part-time employees as well as retirees are not eligible for a tuition waiver. The tuition waiver may be transferred to the legal spouse and/or dependent children of eligible employees for academic classes taken at EKU, the Kentucky Commonwealth Virtual University and some study abroad programs. If you have any questions about employee eligibility, contact the Human Resources Office at 622-6835. The HR office is located in the Jones Building, Room 203. Please see the entire policy located on the Policies and Regulations webpage at www.policies.eku.edu.

Applicability:

Faculty/staff may use a tuition waiver for academic courses taken at Eastern Kentucky University. A spouse or dependent child may use the tuition waiver for academic credit courses at EKU only. The scholarship applies only to tuition and not to special course fees or other fees required for a course.

- A dependent child is defined as one who is an unmarried natural child, adopted child, stepchild or legal ward and is less than 26 years of age as of the first day of the semester for which the class is offered and who is claimed by the employee for income tax purposes. In the case of legal separation or divorce, a natural or adopted child or legal ward may participate in this program regardless of which parent declares the child as a dependent for income tax purposes. Spouses and/or dependent children must meet University admission requirements and any specific program requirements.
- For classes beginning Fall semester 2013 and continuing, the Tuition Waiver benefit to be used by an Eligible Employee is a maximum of six (6) undergraduate/graduate credit hours per semester. Graduate courses are limited to traditional only – any difference in price with online is the responsibility of the employee.
- In situations where one (1) employee is transferring the scholarship to a spouse, dependent(s), and/or sponsored dependents or to multiple dependents, the maximum number of hours that may be transferred per semester, in any combination, is twelve (12).

Spouses, sponsored dependent and dependent children who are receiving scholarships from outside sources are eligible to participate in this program; multiple scholarships may not be awarded to dependents who qualify for more than one tuition assistance program, including EKU sponsored scholarships, state mandated tuition waivers and EKU staff scholarship. Dependents that have been awarded an EKU sponsored scholarship may choose the highest award. A refund check cannot print from this tuition waiver nor will there be a refund issued for withdrawing or dropping hours.

Scheduling:

Employees are encouraged to take courses other than normal working hours. In the event a conflict with working hours cannot be avoided, the employee should make arrangements with his/her supervisor to make up the time or request time without pay. See Section III of this form.

Procedures:

Employees should complete a Faculty/Staff Tuition Waiver **immediately** after enrolling into a course(s). If two (2) eligible employees transfer the scholarship to their dependent(s), each employee must submit a separate tuition waiver. The individual is responsible for obtaining all required signatures in Section V. Each department should keep a copy of this form on file for each employee. **Completed forms should be submitted to the EKU Scholarship Office Whitlock Building Box 56.** You must complete a tuition waiver request each semester for all classes. **The faculty/staff tuition waiver form must be submitted to the EKU Scholarship Office prior to the drop/add deadline for each semester.**

Tax:

Participation in the Faculty and Staff Tuition Waiver Program may generate additional taxable income under the provisions of the federal tax code for graduate, professional, and doctoral level programs.

- a. The course offering institution will provide a report to the chief personnel officer of each employing institution on all employees participating in the Faculty/ Staff Tuition Waiver Program. The report shall designate the course number and whether the course is undergraduate, graduate, doctoral, or professional.
- b. The employing institution is responsible for withholding of the proper taxes and for reporting taxable income for all employees of the institution regardless of the institution where the course is taken.
- c. Any tax liability incurred through participation in this program is the responsibility of the employee.
- d. In the event an employee withdraws or drops a class, taxation is applicable to the non-refundable portion of the tuition waiver.

**** *By signing this document, the employee agrees to comply with the policies and procedures set forth in the Schedule of Classes Booklet (i.e., Employee is responsible for the late registration fee, refund policy, and dis-enrollment and reinstatement fees.*

Section V: Authorization (To be completed for employee or spouse/dependent enrollment)

Employee(s) Signature	Date	Administrative Head of Dept (FOR EMPLOYEE WAIVER ONLY)	Date
Financial Aid Scholarship Coordinator (For All Waivers)	Date		

Submit completed form to the EKU Scholarship Office, Whitlock Building Box 56