

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

POLICY 43: TUITION WAIVERS AND DISCOUNTS FOR EMPLOYEES

Section 1. General.

Scope: This policy prescribes the parameters for awarding waivers of undergraduate tuition and mandatory fees to University employees and their spouses and dependent children and the awarding of discounts of graduate tuition and mandatory fees to employees. Part-time employees (including adjunct faculty), individuals employed via WV-48 Agreement, etc. are not eligible for waivers and discounts. Questions regarding this policy should be directed to the Human Resources office or the Financial Aid office.

Authority: W.Va. Code Sections 18B-10-5 and 18B-10-6.

Section 2. General Provisions.

Fee waivers – Undergraduate.

Employees, their spouses, and dependent children enrolled at the University shall be eligible to have tuition and mandatory fees waived. The recipient shall be responsible for paying course fees, capital fee(s), a parking fee, and any other non-mandatory fees.

Employees must follow the University's policy regarding Educational Release Time, Administrative Procedure 112.

Employees must be benefits-eligible (at least 0.53 FTE) to qualify for a waiver.

Spouse status must be verified with a marriage certificate or a federal income tax return.

Dependent child status must be verified with a Free Application for Federal Student Aid (FAFSA) form or federal income tax return.

The employee, spouse, or dependent child shall submit a Tuition and Fee Waiver Application (available on the Financial Aid web page under Scholarships).

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

Waivers will be renewed annually provided enrollment remains continuous.

The recipient must notify the Human Resources office and the Financial Aid office, in writing, if a drop in enrolled hours occurs.

Fee waivers - Graduate (except Physician Assistant Program and others specified by the President's Cabinet).

Employees enrolled at the University shall be eligible to receive a 50% discount on tuition and mandatory fees. The recipient shall be responsible for paying course fees, capital fee(s), a parking fee, and any other non-mandatory fees.

Employees must follow the University's policy regarding Educational Release Time, Administrative Procedure 112.

Employees must be benefits-eligible (at least 0.53 FTE) to qualify for a discount.

The employee shall submit a Tuition and Fee Waiver Application (available on the Financial Aid web page under Scholarships).

Discounts will be renewed annually provided enrollment remains continuous. A discount may be granted beyond eight (8) semesters or terms upon the written approval of the chief Human Resources officer.

The recipient must notify the Human Resources office and the Financial Aid office, in writing, if a drop in enrolled hours occurs.

Approved by the WLSC Board of Governors on December 11, 2006.

Approved by the WLU Board of Governors executive committee on January 28, 2015.