

Eastern Kentucky University
Application for Tuition Waiver at Public Kentucky Universities
Faculty/Staff Tuition Waiver Program for ECU Employees
(Do not use this form for taking classes at or through ECU)

TO BE COMPLETED BY EMPLOYEE FOR EACH TERM OF ENROLLMENT
(Please type or print clearly – this form will be faxed and must be legible)

Name: _____ ECU ID Number _____
(Last) (First) (M.I.)

Department: _____ Title: _____ Phone: _____

INSTITUTION WHERE YOU ARE TAKING CLASSES: _____ **Student ID Number** _____
(University where you are enrolled-ID # must be filled in)

COURSE (S) FOR TUITION WAIVER. Applying for tuition waiver is independent of the admission and registration process.
TUITION WAIVER COVERS A TOTAL OF 6 HOURS PER TERM

<u>Course Name, Number And Section Number</u>	<u>Days</u>	<u>Times</u>	<u>Number of Hours</u>
(example) Eng 101-46544	MWF	10:00 – 10:50	3
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COMMENTS: _____ TOTAL: _____

SEMESTER: _____ YEAR: _____

Graduate: _____ Undergraduate: _____
Are you currently employed as an instructor for ECU? (Must be marked.) _____ YES _____ NO
Do you conduct research for ECU? (Must be marked.) _____ YES _____ NO

***MUST BE SIGNED;** I certify that I am a benefit eligible employee and am not applying for an excess of six credit hours per academic term from a Kentucky institution or combination of Kentucky institutions

* (EMPLOYEE SIGNATURE) (DATE) **MUST BE DATED**

BUDGET UNIT HEAD APPROVAL *FORM WILL NOT BE PROCESSED WITHOUT SIGNATURE**

BUDGET UNIT HEAD SIGNATURE

TO BE FORWARDED TO AND SIGNED BY HUMAN RESOURCES
The above named individual is a benefit eligible employee of Eastern Kentucky University.

Eastern Kentucky University Human Resource Signature DATE
Please note policies and procedures on reverse:

GUIDELINES

Tuition Waivers for Benefit Eligible Faculty/Staff – Non EKU Enrollment

Eligibility:

All full time benefit eligible Eastern Kentucky University employees (benefit eligible to include retirement and health) are eligible to participate in the faculty/staff scholarship program. Temporary, part time, and retirees as well as non benefit eligible employees are not entitled for tuition waiver benefits. ***Tuition waivers may not be transferred to a legal spouse and/or dependent children for classes that are not taken at or through EKU. Dependents may use tuition waivers for taking academic credit classes at EKU.*** If you have questions about employee eligibility, contact Human Resources at 622-6835. The office is located in the Jones Building, room 203.

Applicability:

Faculty/staff may use a tuition waiver for any course(s) for academic credit and for special interest courses that are directly related to employment responsibilities at EKU. A spouse or dependent child may use the tuition waiver for academic credit courses only at or through EKU. The scholarship support is not to exceed six hours per term for fall, spring, and summer (18 hours maximum) for academic credit courses taken at other Kentucky public universities. The scholarship applies only to tuition and not to special course fees or other fees required for a course.

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 and 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.
- e. Taxes will be deducted from the employee's paycheck(s) after the last drop/add date of the semester.

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.

Procedure:

Individuals should complete a Faculty/Staff tuition waiver **immediately** after enrollment in a course(s). Failure to do so could result in the denial of the tuition waiver. Please note that payment of tuition waivers at other universities is subject to that university's deadlines and policies. The individual is responsible for obtaining all signatures required for utilizing this benefit. Each department should keep a copy of this form on file for each employee. Keep in mind; you must complete a new tuition waiver request each semester for all classes.