



TUITION WAIVER REQUEST

For Spouse or Dependent Child

Semester: Fall Spring Summer 20____(year)

MAU: UAF UAA UAS SW

Spouse/FIP or Dependent Name

Student ID

Employee/Adjunct Faculty Name

Employee ID

Waiver Type

- Employee/Disabled – Regents’ Policy 04.06.010**
- Spouse/Domestic Partner (Statement of FI on file at HR office)
 - Dependent (under age 24)
- Adjunct Faculty – Collective Bargaining Agreement 14.3**
- Spouse/Domestic Partner (Statement of FI on file at HR office)
 - Dependent (under age 24)

GENERAL RULES (see R04.06.010 on reverse side)

- Employees must have completed the 6 month probationary period for new hires to be eligible for tuition waiver for spouse or dependent.
- Waiver Request form *must* be turned in before payment. NO reimbursements will be made.
- Waiver covers **tuition ONLY**.
- Fees are not covered by waiver (i.e., student activity fees, course lab fees, health center fees, technology fees, etc.). Fees are student’s responsibility and must be paid by the deadline.
- A Spouse, Financially Interdependent Partner, or dependent child of an eligible employee may have an unlimited number of credit hours waived in an academic year.
- An adjunct faculty member, spouse, Financially Interdependent Partner, or dependent child of an adjunct faculty member may use the tuition waiver up to the maximum number of credit hours provided in Article 14.3 of the Collective Bargaining Agreement.
- Regents Policy P05.10.020.A. defines a dependent child as an unmarried natural or adopted child who is financially dependent upon the employee for support, and who is under 24 years of age.
- For a Financially Interdependent Partner (FIP) or FIP dependent, a “UA Statement of Financial Interdependence” (Statement of FI) must be approved and on file at the employee’s Human Resources office.
- Students must maintain the cumulative GPA specified in R04.06.010.J to be eligible for the tuition waiver.
- Tuition waived for graduate courses, i.e. 600 level, taken by a university employee, adjunct, or spouse/FIP/dependent may be taxable to the employee/adjunct and included in the employee/adjunct’s W-2 as taxable income.

SPOUSE OR DEPENDENT CHILD CERTIFICATION OF ELIGIBILITY

I certify that I am a spouse, Financially Interdependent Partner, or dependent child as defined by Regents Policy and am eligible for this Dependent Tuition Waiver Request. I understand that:

- I am responsible for payment of fees.
- I must maintain the cumulative GPA specified in R04.06.010.J to be eligible for the tuition waiver.
- I am obligated to pay tuition if I am ineligible for the waiver.

Phone: _____ Date: _____

Student’s Signature:

EMPLOYEE/ADJUNCT FACULTY CERTIFICATION OF ELIGIBILITY

I certify that I have completed the employment probationary period and am eligible for this Dependent Waiver Request for my spouse, domestic partner, or my dependent child named above (*under age 24*). I understand that a student is obligated to pay tuition or course charges if he/she is ineligible for the waiver. If waiver is for my Financially Interdependent Partner or FIP dependent, a “UA Statement of Financial Interdependence” has been approved and is on file at my Human Resources office.

I understand that falsifying eligibility, dependent, or other information on this request may result in disciplinary actions up to and including termination of my employment.

Phone: _____ Date: _____

Employee/Adjunct Faculty Signature:

**UNIVERSITY REGULATION 04.06.010
EMPLOYEE EDUCATION BENEFITS**

Regular employees, spouses and dependents are authorized a waiver of course charges under the following conditions:

- A. Regular employees and their spouses and dependent children are eligible for education benefits as provided in this section after the employee has completed a six-month employment probationary period. Any waiver of the waiting period must be approved by the chancellor or president, as appropriate, and the Statewide Office of Human Resources.
- B. Eligible regular employees of the university may have tuition waived for up to sixteen credit hours per academic year with a maximum of eight credit hours per semester.
- C. Eligible regular employees may have course charges waived for up to four university-approved non-credit courses in each semester, not to exceed eight non-credit courses per academic year. Prior to the start of each academic term, the list of university-approved non-credit courses will be provided by the Statewide Office of Human Resources.
- D. Notwithstanding subsections A and B of this section, eligible regular employees with an employment contract with the university for the following academic year, but who are off contract during the summer, may have up to sixteen graduate or undergraduate course credit hour charges waived per summer session. Such employees may have up to eight non-credit courses waived from a UA-approved list per summer session. The employee's tuition waivers shall not exceed sixteen credit hours and eight non-credit courses per academic year.
- E. An academic year begins with the fall semester and ends with the summer term.
- F. Eligible regular employees may take up to three credit hours during working hours with prior written approval by the supervisor, without having to make up the time if, in the opinion of the supervisor, the coursework will be of direct benefit to the university.
- G. Eligible regular employees may take university-approved non-credit courses during working hours with prior written approval by the supervisor. Employees are not required to make up the time for their attendance at university-approved non-credit courses.
- H. Eligible regular employees may attend credit courses that do not directly benefit the university during working hours with prior written approval of the supervisor. The employee shall use accrued leave or make up lost work time through a flexible work schedule requested through and approved by the supervisor.
- I. Spouses and dependent children under the age of 24 of eligible regular employees may have course credit hour tuition waived as provided in this section.
- J. Employees, spouses and dependent children must maintain a 2.0 or better cumulative GPA to be eligible for undergraduate education benefits. Employees, spouses and dependent children must maintain a 3.0 or better cumulative GPA to be eligible for graduate level education benefits. Grade appeals will be reviewed in accordance with the procedures for challenges to academic decisions set forth in university regulation and MAU rules and procedures.
- K. Employees who qualify for education benefits through their employment status are not eligible for education benefits as an employee's spouse or dependent child.
- L. An individual who qualifies for permanent disability during his/her regular employment under the University of Alaska's long-term disability plan will have course credit hour charges waived for a period of three academic years following qualification.
- M. An employee who has included university coursework as part of an approved leave of absence is entitled to the same education benefits as a regular employee.
- N. Education benefits cease upon termination of employment except for those courses in which the employee, spouse or dependent child is currently enrolled and classes are in session at the time of termination.
- O. An employee is responsible for any tax liability generated from employee education benefits.
- P. Tuition and course charges will not be waived for the following:
 - 1. Self-support course charges, except for non-credit university-approved courses taken by employees;
 - 2. Course charges for non-credit courses for spouses and dependent children of employees;
 - 3. 500 level courses; and
 - 4. Year-long courses.
- Q. For a student enrolled in the WWAMI Medical Program, a tuition waiver may be used only for University of Alaska-provided coursework.

(12/6/12)

**ADJUNCT FACULTY EDUCATIONAL BENEFITS
COLLECTIVE BARGAINING AGREEMENT 14.3**

- 1. A unit member will earn a three credit tuition waiver in each semester of teaching. The waiver may be used by the unit member, his/her spouse, or dependent child under the age of 24, for graduate or undergraduate credit hour charges (tuition). Educational benefits provided in this Article are available to be used for courses on the same basis as may be used by other university employees.
- 2. A unit member must promptly apply for and document eligibility for the waiver prior to fee payment, and no refund of paid tuition will result from the application of this provision.
- 3. An adjunct may accrue tuition waivers earned in accordance with this provision up to a maximum of 15 credits. Banked waivers shall expire 24 months after the unit member's last assignment in the bargaining unit represented by United Academics – Adjuncts or upon employment in another class of employment eligible for tuition waiver.
- 4. Once expired, a tuition waiver is not reinstated by subsequent employment.