

University Rule 5-305A Scope, Eligibility and Limitations for Reduced Tuition Programs

I. Purpose and Scope

To implement University [Policy 5-305](#) and outline the scope, eligibility and limitation rules for tuition and fee reduction programs available as a benefit for University Employees and their dependents, dependents of deceased University employees, University Emeriti and Retirees, and senior citizens.

II. Definitions

For the purposes of this Rule, the following words and phrases have the following meanings:

- A. Domestic Partner and Domestic Partnership have the same meaning as the terms are defined in [Policy 5-200](#).

III. Rule

A. Scope of Authorized Tuition and Fee Benefits

1. General Rules. For purposes of [Policy 5-305](#) and this Rule, unless otherwise specified, no distinction is made between credit courses, noncredit courses, workshops, or courses taken on an audit basis. Some classes administered by Academic Outreach and Continuing Education may require approval of the Continuing Education Program Director. Reduced tuition and fee benefits are available pursuant to the conditions specified herein to the extent that class enrollment space is available.
2. Basic Benefits. Except as otherwise provided herein, persons who are eligible for benefits under Policy 5-305 and this Rule shall be entitled to a reduction in total charges, inclusive of tuition and student fees (except for Special Fees described in III.A.3. below), amounting to 50% of the approved resident or

nonresident rate applicable to the individual and to the course load for which the individual is registered.

3. Special Fees. Special program, laboratory, individual instruction charges, and consumable material fees (see [Policy 6-406](#)) are not included within the tuition and student fee reductions provided by [Policy 5-305](#) and this Rule. Such special fees and charges include but are not limited to:

- a. Special laboratory fees
- b. Ph.D. language classes
- c. Correspondence study
- d. Noncredit workshops
- e. Special programs
- f. Institutes
- g. Conferences
- h. Special fees for instructional materials
- i. Special fees for field trips
- j. Private music fees

B. University Employees and their dependents may receive reductions in charges for tuition and fees for University courses subject to the following eligibility and limitation rules:

1. University Employees

- a. Eligibility. The following University Employees are eligible for reduced tuition and fees, as provided herein, when enrolled in University courses:

- i. Employees in Benefit Eligible positions (see [Policy 5-308](#)), employed on a full-time basis (.75 FTE or greater).
- ii. Employees holding appointments as teaching fellows/assistants may be granted 100 percent reduction in tuition and fees (except for Special Fees described in III.A.3. above), and shall be entitled to a student activity card, subject to limitations prescribed by the cognizant vice president.

b. Limitations

- i. Employees in benefit-eligible positions are eligible for reduced tuition and fee benefits under Policy 5-305 and this Rule only after the conclusion of six consecutive months of full-time employment with the University immediately prior to the semester in which the course work is to be taken.
- ii. Employees or their spouses, or Domestic Partners, and dependents eligible for this benefit and holding appointments as graduate assistants, teaching assistants, research assistants, or graduate fellows may receive a combined reduced tuition benefit not to exceed 100 percent. All other recipients of this benefit (except Emeriti and their spouses or Domestic Partners) may not receive a combined reduced tuition benefit that exceeds 50 percent under [Policy 5-305](#) and this Rule.
- iii. Employees taking classes during scheduled working hours must have the approval of the cognizant supervisor, and, except where class attendance has been approved as a training program within the individual employee's working assignment, must arrange with the supervisor to make up such time on a regularly scheduled basis.

2. Employee Dependents

- a. Eligibility. An eligible Employee's spouse is eligible for the benefits authorized by [Policy 5-305](#) and this Rule subject to the limitations in paragraphs b(i) and b(vi) below and the eligibility requirements of Section B.1 above. An eligible employee's Domestic Partner is eligible for the benefits authorized by [Policy 5-305](#) and this Rule subject to the limitations in paragraphs b(ii) and b(vi) below and the eligibility requirements of Section B.1 above. The unmarried dependent children of an eligible Employee or an eligible employee's spouse or Domestic Partner are eligible for the benefits authorized by [Policy 5-305](#) and this Rule subject to the limitations in paragraphs b(iii) through b(vii) below and the eligibility requirements of Section B.1 above.
- b. Limitations
- i. The spouse of an Employee may receive reduced tuition and fee benefits under [Policy 5-305](#) and this Rule only if the Employee's consecutive full-time service with the University totals one or more years prior to the semester in which the course work is to be taken.
 - ii. The Domestic Partner of an Employee may receive reduced tuition and fee benefits under [Policy 5-305](#) and this Rule only if the Employee's consecutive full-time service with the University totals one or more years prior to the semester in which the course work is to be taken. The Employee will be required to certify that a Domestic Partnership meeting the University's eligibility requirements exists prior to the semester in which the course work is to be taken.
 - iii. The unmarried dependent children of an employee or an Employee's spouse or Domestic Partner may receive reduced tuition and fee benefits under [Policy 5-305](#) and this Rule only if the Employee's consecutive service with the University totals three or more years prior to the semester in which the course work is to be taken.

- iv. The reduced tuition and fee benefits provided in [Policy 5-305](#) and this Rule for an unmarried dependent child shall not extend to course work commencing after the date upon which the dependent child reaches 26 years of age.
- v. The reduced tuition and fee benefits provided in [Policy 5-305](#) and this Rule for an unmarried dependent child shall not extend to enrollment in Continuing Education non-credit courses.
- vi. An eligible Employee, who is also the spouse, Domestic Partner, or unmarried dependent child of an Employee, may claim reduced tuition and fee benefits in either capacity, subject to any applicable limitations specified herein.
- vii. If more than one parent of an unmarried dependent child under age 26 is employed at the University, the dependent child may receive reduced tuition and fee benefits under [Policy 5-305](#) and this Rule as the dependent of only one eligible Employee.

C. University Retirees (including those who retired on disability), University Emeriti, and Dependents of Emeriti, Retired or Deceased University Employees may receive reductions in charges for tuition and fees for University courses subject to the following eligibility and limitation rules:

- 1. University Retirees (including those who retired on disability) and Dependents of Retirees.
 - a. The Retiree must have completed five or more years of continuous service and met the eligibility requirements in Section B.1 above immediately prior to retirement. The Retiree may receive reduced tuition and fees as provided in [Policy 5-305](#) and this Rule, subject to the limitations provided herein.

- b. A Retiree's spouse or Domestic Partner may receive reduced tuition and fees as provided in [Policy 5-305](#) and this Rule, subject to the limitations provided herein.
 - c. The unmarried dependent children (under age 26) of a Retiree, a Retiree's spouse or a Retiree's Domestic Partner may receive reduced tuition and fees as provided in [Policy 5-305](#) and this Rule, subject to the limitations provided herein and the University's Domestic Partnership certification requirements.
2. Dependents of Deceased University Employees. The spouse or Domestic Partner of a deceased University Employee and, the unmarried dependent children (under age 26) of a deceased University Employee, or of the deceased Employee's spouse or Domestic Partner, may receive reduced tuition and fee benefits under [Policy 5-305](#) and this Rule, provided that the deceased employee met the eligibility requirements in Section B.1 above at the time of his/her death. For benefits based on a domestic partnership, the certification of the domestic partnership must have been completed prior to the Employee's death.
 3. University Emeriti. University Emeriti and their spouses or Domestic Partners are exempt from payment of tuition and fees, subject to the limitations provided herein (except for Special Fees described in III.A.3. above). This benefit is also extended to surviving spouses and Domestic Partners of deceased Emeriti, subject to the limitations and requirements stated herein.
- D. Utah senior citizens may receive reductions in charges for tuition and fees for or audit University courses subject to the eligibility and limitation rules provided herein and in [Utah Code Annotated 53B-9-101 to -103](#).
1. Utah residents who are 62 years of age or older are entitled to enroll on an audit basis in classes for which they may be qualified, subject to availability of

- space, without payment of tuition or student fees (except for Special Fees described in III.A.3. above).
2. Minimum enrollment fees approved by the Board of Regents will be charged to senior citizens who enroll under this program. An appropriate identification card will be issued which will admit the holder to classes designated as available to senior citizens, but will not provide other privileges.
 3. Individuals who are eligible for tuition reduction benefits under [Policy 5-305](#) Section III.A (University employees and dependents) may elect to enroll as senior citizens if they are otherwise qualified to do so; provided that classes so taken during scheduled working hours by eligible University employees are subject to the provisions of paragraph B.1(b)(iii) of this Rule.

IV. Procedures and Forms:

- A. An Application for Reduced Tuition is available for use by eligible employees and Retirees to request authorized reduced tuition and fees benefits for themselves or other eligible individuals. Copies may be obtained from the University Benefits Department, University Hospital Employee Service Center, or on the internet at www.hr.utah.edu.
- B. The Teaching Fellow/Teaching Assistant Tuition Reduction Card should be used to document eligibility for tuition benefits for teaching fellows/assistants. Cards may be obtained from departmental offices.
- C. Forms and procedures for enrollment of senior citizens will be provided, and senior citizen enrollments will be administered, by Academic Outreach and Continuing Education.

V. References

[Policy 5-001](#), Personnel Definitions

[Policy 5-112](#), Retirement

[Policy 5-305](#), Reduced Tuition Programs

[Policy 5-308](#), Benefits Eligibility Chart

[Policy 6-406](#), Special Student Fees

[Utah Code Annotated 53B-9-101 to -103](#)

[Utah System of Higher Education Policy R513](#)

VI. Contacts

Policy Owner: Questions about this Policy and any related Rules, Procedures and Guidelines should be directed to the [Manager of Benefits for Human Resources](#).

Policy Officer: Only the [Chief Human Resources Officer](#) or his/her designee has the authority to grant exceptions to this Policy.

VII. History

1. Current version. Revision 0.

Approved by the Interim Vice President for Human Resources June 1, 2009.

Approved by the Academic Senate (by the Senate Executive Committee) June 1, 2009.

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Editorially revised: October 11, 2011

Editorial changes were made to this document to reflect the changes in employee definitions as prescribed in [Policy 5-100](#).

[Legislative history](#)