

# Regulations Library

## The University of Utah

Policy: 5-305 Rev: 17

Date: Dec. 27, 1999

## Policy 5-305: Reduced Tuition Programs

### I. Purpose

To outline the tuition and fee reduction programs available as an employment benefit for university personnel and their dependents, including emeriti and retired employees and senior citizens.

### II. References

**Policy 5-001**, Personnel Definitions

**Policy 5-112**, Retirement

**Policy 6-406**, Special Student Fees

### III. General Policies

#### A. Scope of Courses Covered

For purposes of this policy, unless otherwise specified, no distinction is made between credit courses, noncredit courses, workshops, or courses taken on an audit basis. Some classes administered by the Academic Outreach and Continuing Education may require approval of the Continuing Education Program Director.

#### B. Limitations on Space

Tuition and fee benefits are available pursuant to the conditions specified herein to the extent that class enrollment space is available.

### IV. Reduced Tuition and Fee Benefits: Eligibility and Limitations

Subject to the limitations provided herein, reductions in charges for tuition and fees for university personnel and their dependents are governed by the following criteria:

#### A. University Employees

1. Eligibility. The following university personnel are eligible for reduced tuition and fees, as provided herein, when enrolled in university courses:
  - a. Regular faculty, library faculty and auxiliary faculty members, associate instructors, and officers of administration (see **Policy 5-001**, Categories A and B), employed on a full-time basis (.75 FTE or greater).
  - b. Full-time university administrators and other full-time employees not included in paragraph (a). (See **Policy 5-001**, Categories C, D, and E.) The term "full-time," as used herein, means that the employee is normally expected to work for 30 or more hours per week (i.e., .75 FTE or greater).
2. Limitations
  - a. All employees in Categories A, B, C, D and E are eligible for tuition and fee benefits under this policy 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.

- b. Personnel or their spouses and dependents eligible for this benefit and holding appointments as graduate assistants, teaching assistants, research assistants, or graduate fellows may receive a combined tuition benefit not to exceed 100 percent.
- c. 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.
- d. Employees in Category A hired before or beginning Autumn Quarter 1985 will continue to be eligible for previously existing tuition and fee benefits for a three year transitional period only.
- e. Payment or subsidization of employee tuition by departments that goes beyond the approved tuition reduction policy is not authorized regardless of the source of funds except in those cases where a full-time employee (.75 FTE or greater) is required by his/her supervisor to take a class to improve directly applicable job-related skills.

In such cases, the employee must present written approval, signed by the employee's immediate supervisor and the next level of supervision, at the time tuition is paid.

## B. Employee Dependents

### 1. Eligibility

Subject to the limitations in paragraph 2 below, the spouse and unmarried dependent children of a university employee eligible for tuition and fee benefits under Section A above, are also eligible for the benefits authorized by this policy.

### 2. Limitations

- a. The spouse of an employee is entitled to the tuition and fee benefit provided in paragraph 1 only if the employee's consecutive service with the university totals one or more years.
- b. The unmarried dependent children of an employee are entitled to the tuition and fee benefit provided in paragraph 1 only if the employee's consecutive service with the university totals three or more years.
- c. The tuition and fee benefits provided in paragraph 1 for a dependent unmarried child shall not extend to course work commencing after the date upon which the dependent child reaches 26 years of age.
- d. The tuition and fee benefits provided in paragraph 1 for a dependent unmarried child shall not extend to enrollment in DCE non-credit courses.
- e. An eligible employee, who is the dependent spouse or child of an employee, may claim tuition and fee benefits in either capacity, subject to any applicable limitations specified herein.
- f. If both parents of an unmarried dependent child under age 26 are employed at the university, the dependent child may claim tuition and fee benefits as the dependent of only one eligible employee.

## C. Provisions for Retired Personnel and Dependents of Retired, Deceased, or Disabled Personnel

1. Retired personnel, including those who have retired on disability, who have completed five or more years of continuous service immediately prior to retirement,

and their spouses and unmarried dependent children under 26 years of age, are entitled to reduced tuition and fees as provided herein.

2. Spouses of deceased personnel, and their dependent unmarried children up to age 26, are eligible for tuition reduction except that the deceased employee must have met the eligibility requirements in Section A above.

#### D. University Emeriti and Their Spouses

Emeritus faculty members and their spouses are exempt from payment of tuition and fees. This benefit is also extended to surviving spouses of deceased emeriti.

### V. Scope of Authorized Tuition and Fee Benefits

#### A. Basic Benefits

Except as otherwise provided herein, persons who are eligible for benefits under this policy shall be entitled to a reduction in total charges, inclusive of tuition and student fees, amounting to 50% of the approved resident or nonresident rate applicable to the course load for which the individual is registered.

#### B. 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 this policy. Such special fees and charges include but are not limited to:

1. Special laboratory fees
2. Ph.D. language classes
3. Correspondence study
4. Noncredit workshops
5. Special programs
6. Institutes
7. Conferences
8. Special fees for instructional materials
9. Special fees for field trips
10. Private music fees

#### C. Teaching Fellows/Assistants

Personnel holding appointments as teaching fellows/assistants may be granted 100 percent reduction in tuition and fees, and shall be entitled to a student activity card, subject to limitations prescribed by the cognizant vice president.

### VI. Senior Citizen Programs (Utah Code Annotated 53-34a-1 to 4)

- A. 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.
- B. 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.
- C. Individuals who are eligible for tuition reduction benefits under Part IV 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 Section IV.A.2(c).

### VII. Tuition Reduction Procedure

- A. An Application for Reduced Tuition Rate is available for use by eligible employees and retired employees to request authorized tuition and fees benefits for themselves, their spouses, and dependents. Copies may be obtained from the following offices: personnel department, hospital personnel office, Academic Outreach and Continuing Education, and the income section of the accounting department.
- 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 the Academic Outreach and Continuing Education.
- D. The vice president for administrative services is responsible for developing administrative Procedures to assure compliance with this policy.

## VIII. Contacts

Policy Officer:

Chief Human Resource Officer, 801-585-0928

Policy Owner:

Manager - Human Resources, 801-585-0953

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