

**ATHENS STATE UNIVERSITY'S TUITION WAIVER PROGRAM APPLICABLE TO
ATHENS STATE UNIVERSITY EMPLOYEES AND DEPENDENTS
GUIDELINES AND POLICIES**

I. GENERAL

This tuition waiver program is designed for all full-time employees, Salary Schedule H-30 and H-35 employees, and other non-temporary employees working a minimum of 30 hours per week at Athens State University, and their dependents as defined under Section II, to receive tuition assistance for courses taught by Athens State University.

The program will be coordinated by Athens State University. An application form for the tuition assistance program is available at Athens State University and should be completed prior to registration for classes. A copy of the completed form must be maintained by Athens State University.

The employing institution's human resource department shall complete the appropriate section of the Athens State University "Tuition Assistance Form," certifying the eligibility percentage of the student-employee or dependent. The student-employee requesting the tuition assistance shall initial and sign the Athens State University "Tuition Assistance Form" certifying that they are in compliance with the requirements of participation in the tuition waiver program.

Prequalification / Certification of the Athens State University "Tuition Assistance Form" is required. The original form should be completed, signed by the employing institution's human resources office. The form should be forwarded to the Athens State University Business Office as soon as possible but no later than the end of the late registration period.

Once certified as eligible, the student-employee or dependent shall complete and submit an Athens State University Application to attend. Once the application has been processed, the student-employee or dependent may register for Athens State University courses. The waiver will be processed after the student is registered.

II. DEFINITIONS

Employee: Any full time, Salary Schedule H-30 and H-35, and non-temporary employee working a minimum of 30 hours per week at Athens State University. This program will not include temporary or part-time employees (other than Salary Schedule H-30 and H-35, and permanent employees working a minimum of 30 hours per week), or persons acting as independent contractors to Athens State University.

Dependent: The spouse of any full-time employee, the unmarried, natural or adopted children of any full-time employee, residing in the household of the employee or the employee's former spouse who has not attained the age of 26; the unmarried step-children of any full-time employee, residing in the household of the employee who has not attained the age of 26; a legal

ward (a minor child placed by the court under the care of a guardian) who has not attained the age of 26.

III. ELIGIBILITY

A. Requirements

Employees: Employees must have been employed by Athens State University for at least 12 months, prior to the first scheduled day of class for the term for which the employee is applying. Employee eligibility will remain in effect for the duration of their employment by Athens State University.

Dependents: Dependents will be eligible when said employee is eligible, and to the same degree to which the employee is eligible, except as herein modified.

B. Termination of Eligibility

Employees: Eligibility terminates if the employee discontinues full-time employment at the respective institution for any reason except on an approved leave of absence.

Dependents: Dependents will be ineligible when said employee becomes ineligible, except that dependents of any employee who has 25 years or more of continuous service at Athens State University.

IV. AMOUNT OF ASSISTANCE, LIMITATIONS, CONDITIONS AND AUDITING

A. Tuition Cost

1. With respect to Current Students, the following shall apply: All eligible employees and their dependents will be allowed a waiver of one-third of the normally charged tuition after the first year (12-month period) of employment; a waiver of two-thirds tuition after the second full year of employment; and a waiver of full tuition after the third full year of employment (partial tuition adjustments are to be rounded down to the nearest dollar).

If the amount of Tuition Aid available to a student per class exceeds the amount of tuition for a class, the excess amount of Tuition Aid for that class shall not be applied and/or used as a credit for any other class or for any other purpose, but shall be treated as if such excess per class does not exist. Additionally, tuition waivers will be considered other aid in calculating financial aid.

Salary Schedule H-30 and H-35 employees, and other non-temporary employees working 30 to 39 hours per week will be allowed a waiver calculated at a prorated rate of full-time employment. Expense for supplies, books, and fees other than

tuition will not be waived, and are the responsibility of the student. Each institution will be allowed to count the credit hours generated by these enrollees.

B. Limitation

There is no limitation as to the number of credit hours taken, other than the regular academic limitations that apply at Athens State University. All students will be required to abide by the academic policies that are in effect at Athens State University.

C. Conditions

To be eligible for tuition waiver, the student-employee or dependent must maintain at least a "C" (2.0 on a 4.0 scale) in the courses for which he/she receives tuition assistance. Moreover, a minimum overall GPA of 2.0 must be maintained in order to be eligible for tuition waiver. Failure of the student-employee or dependent to meet this grade requirement will result in the employee's or dependent's having to pay tuition for courses taken until his/her average grade is a "C" or better. The student-employee or dependent can then again be eligible when his/her cumulative grade point average is brought back up to the "C" requirement.

D. Auditing

The student-employee or dependent will be allowed to audit one course (up to five credit hours) per semester at no cost. The student-employee or dependent must meet all attendance requirements, class participation, and assignments as required of credit-enrolled students except the final examination is not required. Failure to comply with these requirements will result in the student-employee or dependent becoming ineligible for further participation in an audit student in credit hour-producing courses reported for funding purposes.

E. Repeating Class

Tuition costs for courses repeated will be the responsibility of the student-employee or dependent and consideration under the tuition assistance program will be disallowed. Tuition assistance will be disallowed for repeating a class for which the grade of "W" was originally received. The tuition waiver does not apply to repeated courses.

F. Records Transmittal

The student-employee or dependent must re-certify eligibility, as specified in Condition IV.C. above, prior to registering for a new term by providing verification of course completion to the President of the institution of employment.

Those not registering for the next term must, within twenty (20) days after course completion, present official documentation of course completion to the President of the institution of employment.

G. Work Week

Participation in this program is in addition to the employee's full-time work week, and should not be considered when computing the employee's time for financial compensation. However, in certain cases the employee's work schedule may be adjusted to permit course attendance. Adjustments to an employee's weekly work schedule must be recommended by the employee's supervisor and/or Dean, and approved by the President.