



## TUITION WAIVER REQUEST

For Spouse or Dependent Child

Semester:  Fall  Spring  Summer 20\_\_\_\_(year)

MAU:  UAF  UAA  UAS

\_\_\_\_\_  
**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 be regular, benefit eligible 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**. It does not cover any tuition surcharges.
- 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.
- 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 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 am eligible for this Dependent Waiver Request for my spouse, domestic partner, or my dependent child (*under age 24*) named above. 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 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.
- B. Regular employees may have course credit hour 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.
- C. Notwithstanding subsections A and B of this section, 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 university approved list per summer session. The employee's tuition waivers shall not exceed sixteen credit hours and eight non-credit courses per academic year.
- D. An academic year begins with the fall semester and ends with the summer term.
- E. 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.
- F. 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.
- G. 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.
- H. Spouses and dependent children under the age of 24 of regular employees may have course credit hour charges waived as provided in this section.
- I. Regular employees who qualify for education benefits through their employment status are not eligible for education benefits as an employee's spouse or dependent child.
- J. 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.
- K. A regular 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.
- L. Education benefits cease upon termination of employment except for:
  - 1. Those courses in which the employee, spouse or dependent child is currently enrolled and classes are in session at the time of termination; and
  - 2. An employee in layoff status as provided in R04.07.110.F.3.
- M. An employee is responsible for any tax liability generated from employee education benefits.
- N. Course credit hour charges will not be waived for the following, except as provided:
  - 1. Self-support courses, except for non-credit university approved courses taken by employees;
  - 2. Non-credit courses for spouses and dependent children of employees;
  - 3. 500 level courses;
  - 4. Year-long courses;
  - 5. WWAMI Medical Program courses; but tuition for coursework provided by the University of Alaska may be waived if otherwise eligible; and
  - 6. The Colorado State University Veterinary Medicine (DVM) degree program, including the first two years of courses which UAF delivers through a partnership with Colorado State University.
- O. For purposes of this regulation "spouse" includes an individual determined by the university to be a financially interdependent partner of a university employee.

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

- 1. A unit member will earn a four 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 24 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.