

ARKANSAS TECH UNIVERSITY

BOARD POLICY

Policy Number: 506

Subject: ATU Tuition Benefit Policy

Date Adopted: August 2018

Revised: _____

I. Eligibility

All full-time, active ATU employees, their spouses, and their dependents (as defined by the Internal Revenue Service Qualifying Child Test: <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit/qualifying-child-rules>) are eligible. Employees on workers' compensation, military or family medical leave are eligible. Employees on leave without pay are not eligible.

II. Extent of Benefit

a. Employee

- i. For employees hired after July 1, 2018 and for current employees on June 30, 2018 who earn hours after July 1, 2018, employees may take up to a lifetime total of 144 undergraduate and/or 40 graduate master's level, semester credit hours at ATU with a 100% tuition and fee waiver benefit (excluding course specific fees). For purposes of clarity, hours already earned by existing employees on June 30, 2018 will not count against the lifetime total caps that begin on July 1, 2018.
- ii. Employees must have the permission of their immediate supervisor and appropriate dean or vice president to take courses. Employees may not take classes during regular duty hours without permission from their supervisor. The sole exception to this is that with their supervisor's permission, an employee may take a course in lieu of their lunch hour.
- iii. Employees' semester credit hours may not exceed 18 hours total in any fiscal year (July 1 through June 30) unless approved by the Vice President for the employee's specific unit.
- iv. Tuition and fee waiver will cover audited courses provided the employee initially registers to audit the course.

b. Dependents

- i. Employee's spouses and dependents may take up to a lifetime total of 144 undergraduate¹ and/or 40 graduate master's level, semester credit hours at ATU with a 50% tuition only waiver benefit. Dependents may receive a full discount of tuition for three semester credit hours or 50% of total tuition for the semester, whichever is greater. Reduced tuition for dependents applies only to tuition not otherwise covered by scholarships and the total should not exceed the total tuition charged for

the semester. The maximum graduate course discount is equivalent to three semester credit hours per term.

ii. Tuition waiver benefit does not cover audited courses for dependents.

III. Failure and Withdrawal guidelines

a. Failure

i. Employees who receive failing grades, F in undergraduate level courses and D or F in graduate level courses, must repay 100% of the total tuition and fee benefit for each course in which they receive a failing grade.

b. Withdrawal

i. Employees and dependents who withdraw or change the status of their course(s) to audit after the last day to withdraw with a full reduction of tuition and fees and before the last day to withdraw with an 80% reduction of tuition (as indicated by the Academic Calendar) will be required to repay the University 20% of the total benefit.

ii. Employees and dependents who withdraw or change the status of their course(s) to audit after the final day for an 80% reduction in tuition (as indicated by the Academic Calendar) will be required to repay the University 100% of the total waiver benefit.

IV. Appeals for reduction of tuition/fees:

a. Employee or Dependent, hereafter referred to as Student, requests reduction due to a critical medical condition preventing them from returning to Tech:

i. Student or guardian contacts the Student Affairs office to process request.

b. Student requests reduction that does not include a critical medical condition.

i. Student writes a request:

- State details for withdrawal and reason the reduction dates were missed.
- Attach any pertinent backup such as doctor's letters, advisors notes, etc.
- Emails the Student Accounts Office at business.office@atu.edu.

ii. Student Accounts:

- Reviews request to determine what term and class/classes in which the student is requesting a refund.
- Reviews SFAREGS and TSAAREV to verify enrollment and charges in request. (Occasionally course has already been reduced for non-attend, etc.)
- Completes memo with details of request (example: Student requests 100% reduction of ENGL 1003 for term 200920.)
- Copies appeal memo, request and documentation for open file.

- iii. Committee appeal decisions are returned via email to Student Accounts:
- Once fully reviewed a letter is sent to student with decision.
 - Final decision information is distributed to the Registrar's Office to be scanned to student file.
 - If decision is "yes"-Student Accounts will post the reduction to the student's account.