UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 623

Subject: Fee Waiver – Employees

Date Adopted: 04/67 Revised: Passim - most recent 5/24

Undergraduate and Graduate Registration Discount Program

As referenced in IRC Sections 117(d) and 127, UCA has established a tuition remission program for eligible employees and their spouses and dependents. The purpose of this policy is to provide guidelines for the use of the fee discount program. Registration discounts are designed to support the professional educational development of UCA employees and to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.

Costs and eligibility will be based upon the registration fee schedule in place for the semester in which the initial enrollment occurs, subject to any overall registration guidelines or changes adopted by the Board of Trustees. The discount on required fees applies only to the facility fee, co-op fee, Student Center fee, HPER fee, athletic fee, technology fee and Fine and Performing Arts fee. The discount will not apply to any future student-initiated fees. The total aid provided by this discount when combined with the total general registration and mandatory fee aid provided by any other university-sponsored tuition scholarships or other university waiver, fee reduction, or discount shall not exceed 100% of general registration and mandatory fees. The access and security fee will be 100% waived for employees taking courses. The discount will not apply to study-abroad programs. However, the fee-waiver discount may be used in conjunction with state-funded scholarships (ADHE-administered scholarships) and/or private scholarships and assistance.

Eligibility and Restrictions

Only courses taken for college credit qualify for the discount.

Eligibility is restricted to full-time, benefits-eligible employees and the spouses and dependent children of those employees. This includes benefits-eligible employees and his/her spouse and dependent children where the employee is regarded as benefits-eligible for the purposes of this policy and paid from outside funding sources (e.g. Military Science). Members of the Board of Trustees, their spouses and dependent children are not eligible for the fee waiver.

The fee remission for employees, spouses, and dependent children will commence with the beginning of the next semester or term after the date of employment. For example, if an

employee's hire date is October 1, their fee-remission privileges will begin at the start of the spring semester.

Employees

During normally-assigned work hours, employees may take no more than six credit hours in the fall and/or spring semesters and no more than three credit hours during each summer term.

The first three credit hours taken during assigned work hours will not require any leave time. If the employee so chooses, the employee may, during the fall and spring semesters, take an additional class of up to three credit hours during his/her lunch period. Time off for courses taken during normal work hours, including the lunch period, must be approved by the employee's supervisor and department manager. Efforts should be made to schedule courses at times that will least interfere with heavy seasonal workloads or exceptionally busy periods of the workday.

Children

Children are defined as the unmarried children of benefits-eligible employees or the unmarried dependents for whom the employee is the legal guardian, who are under age 25 and who may be claimed as dependents for federal tax purposes by that employee. An employee may receive a fee waiver for a child meeting the aforementioned definition of children through and including the semester in which the child turns age 25.

Costs

Employees, the spouses of employees, and/or the children of employees will pay an amount equal to 20% of regular in-state registration and applicable eligible fees for undergraduate courses.

Employees and the spouses of employees will pay an amount equal to 20% of the regular in-state registration and applicable eligible fees for graduate courses.

Graduate degree fee discounts are not available for the children of employees.

If an employee resigns or otherwise moves from benefits-eligible employment during a semester in which the employee, spouse and/or dependent discount is used, the employee must pay a prorated portion of the regular registration and fees represented by the period of time remaining in that semester.

Exceptions

If an employee dies or becomes disabled (as determined by the university's disability insurer) during a semester in which the employee, a spouse or dependent is receiving the discount, the disabled employee and/or the surviving spouse and/or dependent will continue their eligibility as if that employee was still eligible and with all other guidelines and restrictions remaining.

Spouses and dependents who are not receiving the discount at the time of the employee's death or disability will be eligible for the discount for five years from the date of death or disability. If an employee is eligible for retiree benefits under Board Policy No. 516, the dependent of such employee is eligible for the discount through and including the semester in which the dependent turns age 25.