



# PA State System of Higher Education Board of Governors

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**Effective:** 1984-85 Academic Year

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## **Policy 1984-03-A: Tuition Waiver**

**See Also:**

**Adopted:** March 20, 1984

**Amended:** July 26, 1985; October 18, 1990;  
November 15, 1990; April 18, 1991

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### **A. Purpose**

To provide tuition remission for children of non-APSCUF and non-SCUPA employees of Clarion University of Pennsylvania, East Stroudsburg University of Pennsylvania, Kutztown University of Pennsylvania, and Lock Haven University of Pennsylvania, and the Office of the Chancellor. (The policies of the remaining State System universities which were previously adopted by their respective council of trustees under the provisions of Board of Governors Policy 1983-18-A, *Waiver of Fees*, are diminished in no way by this policy.)

For West Chester University of Pennsylvania, the policy will apply for summer sessions only.

To permit continuation of tuition waiver benefits for dependents of State System employees who are military reservists or members of the National Guard and are ordered to active military service by the President of the United States.

### **B. Scope**

1. The tuition waiver policy shall be applicable to the employee's children until the children obtain their first baccalaureate degree or until they reach the age of 25, whichever comes first.

#### Clarifying Statements

- a. In order to be eligible, the child must not have attained age 25 by the second day of the academic semester or term.
- b. Undergraduate degree shall be defined as a baccalaureate degree (associate degrees do not diminish eligibility).

2. In honor of Pennsylvania military personnel killed or listing as missing in action in the Operation Desert Shield/Desert Storm theater of operations between August 2, 1990, and the official cessation of hostilities, it is the policy of the State System of Higher Education that tuition waivers be made available to individuals meeting the following eligibility requirements:
  - a. the program is limited to surviving dependent children of service personnel meeting the above-described criteria;
  - b. the dependent child must meet the admission criteria of the respective State System university to which application is made; and
  - c. the dependent child must apply for available federal and state grant assistance.

Individuals meeting the above-listed eligibility requirements are entitled to receive a tuition waiver at any State System university offering them admission. The maximum waiver period is for the greater of four years or eight semesters. Waivers shall be restricted to a program of undergraduate education leading to a student's first baccalaureate degree.

3. Effective with the fall 1990 semester, management employees and non-bargaining unit coaches shall be eligible for 100 percent waiver of university tuition for spouses at the university where the eligible employee is employed. The waiver is applicable until the spouse obtains the first undergraduate degree. For employees of the Office of the Chancellor, the tuition waiver shall apply at any university in the State System.

Fifty percent waiver of university tuition shall be granted to dependent children of managers and non-bargaining unit coaches who attend State System universities other than the university where the eligible employee is employed. The waiver is applicable until the child obtains the first undergraduate degree or reaches the age of 25, whichever occurs first.

Waiver of tuition shall continue to the limits cited above for managers and non-bargaining unit coaches who meet one of the following conditions:

- a. Have five or more years of credited service in one of the State System's approved retirement plans and become disabled or die;
- b. Are retired from the State System and have at least 25 years of credited service in one of the State System's approved retirement plans; or
- c. Are retired from the State System and are at or above the superannuation retirement age, with at least of ten years of credited service in one of the State System's approved retirement plans.

All other tuition waiver benefits currently enjoyed by managers and non-bargaining unit coaches shall not be diminished.

### **C. Definitions**

**Tuition** - under this policy is defined as basic fee only.

#### Clarifying Statements

1. Such basic fee shall apply toward only undergraduate credit-generating courses whether they count toward the first baccalaureate degree or not.
2. This policy is applicable regardless of the number of credit hours per semester for which credited.

**Children** - shall be defined as:

1. blood relative of the first degree (offspring);
2. legal guardians as assigned by the courts;
3. legally-adopted children; and
4. step-children.

Employees may be requested to show proof of adoption or legal relationship.

**Where employed** - shall be defined as:

1. the local campus where the employee provides service, which shall include branch campuses, or if such services are provided on branch campuses, shall include the main campus of that institution for non-APSCUF and non-SCUPA employees; and
2. any of the 14 universities for Office of the Chancellor personnel.

**Employed** - shall be defined as:

1. full-time (Time Wording Code "OO");
2. when receiving benefits accorded to the employee during an active pay status; and
3. the employee is expected to work at least one academic year.

#### Clarifying Statements

1. Exclusions would be:

- a. leave without pay;
  - b. absence without leave;
  - c. military leave without pay;
  - d. death;
  - e. retirement;
  - f. termination; or
  - g. educational leave without pay.
2. Employees in limited term positions for less than nine months would not be eligible.
  3. If an employee commences employment after the date of late registration for undergraduate courses, the benefit will begin with the beginning of the next following academic term.

**D. Effective Date**

The tuition waiver policy is effective with the beginning of the 1984-85 academic year.