

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	02-0027				
Name of Policy:	Employee and Dependent Tuition Waiver Policy				
Date of Last Revision:	March 2022	Initial Date of Approval:	December 1, 2025	Initial Effective Date:	August 1, 2026
Policy Owner					
Policy/Chapter Sections					
Date of Next Review:	<i>Fall 2028</i>				

1.0 PURPOSE

The purpose of the policy is to provide guidance to university employees regarding the waiver benefit for employees and their dependents.

2.0 SCOPE

This policy applies to university administration, faculty, staff and all such parties are expected to abide by the procedural guidelines outlined herein.

3.0 POLICY

A tuition waiver is available for employees of the University who are enrolled in regular MSSU undergraduate and graduate courses taken at Missouri Southern State University and are available to the following:

- Full-time employees in active status (cannot be on a leave of absence), their spouse, domestic partner, and their children.
- Full-time employees who are on temporary military activation, their spouse, domestic partner, and children.
- Adjuncts, their spouse, domestic partner, and children.
- Part-time employees (working 20 hours per week), their spouse, domestic partner, and children.
- Spouses, domestic partner, and children of full-time employees whose employment ceased due to death or approved Long-Term Disability.
- Retirees who retired after 1/1/2007 with 15 or more years of service, their spouse, domestic partner, and their children.

Seasonal and temporary workers are not eligible for the tuition waiver.

Forms for participating in this program are in LioNet. The completed Employee and Dependent Tuition Waiver Form must be handed into the Human Resources Office by 5:00 p.m. the Friday before the first week of courses. Contact Human Resources with questions and concerns about the deadline. Human Resources will approve the Tuition Waiver Form and send it to the Bursar's Office for processing. If denied, Human Resources will contact the employee.

The term "children" means: (1) natural or legally adopted children, (2) stepchildren, or (3) children the employee has legal guardianship of and claim dependent(s) on tax returns. Examples that are not considered 'children' include:

- Child over the age of 26.-
- Child who is married and files their own taxes.
- Grandchild of the employee without legal guardianship.

If you have circumstances that do not fit these guidelines and need clarification, please reach out to HR for additional guidance.

MSSU reserves the right to request tax returns for verification purposes.

The term "domestic partner" is further defined in the Domestic Partner eligibility policy available in Human Resources.

Current Spouse and Children Eligibility:

In the case of a former employee who has retired (with 15 or more years of service), died or is on approved medical disability, the current spouse or children requesting a tuition discount must have been an eligible family member at the time of the former employee's retirement (with 15 or more years of service), death or approved medical disability. Upon the death of any current employee, any spouse and/or children who were taking classes when the death occurred will remain eligible as long as they continue to enroll through degree completion.

WHAT IS DISCOUNTED

For the Employee:

- For full-time employees - Tuition is discounted one hundred percent (100%) for MSSU graduate and undergraduate courses.
- Adjuncts who are paid at the adjunct/super adjunct rate (\$675 - \$775 - \$875 per credit hour taught) will be eligible to receive a proportional tuition waiver for themselves and dependents. For example, in the semester the adjunct teaches three credit hours, they are eligible to receive a 25% tuition waiver. If the adjunct teaches six credit hours, they are eligible to receive a waiver of 50%. The adjunct **MUST BE TEACHING** in the semester for which they file the application for the tuition waiver. The total tuition waiver percentage may not exceed 50%. This applies to the employee and their children, spouse or domestic partner.
- Adjuncts who are paid by the hour must have taught and been paid in the semester prior to the semester for which they file the application for the tuition waiver. The adjunct must also be teaching in the semester for which the waiver is requested. The waiver will be applied as follows:

For every 10 instructional hours paid in the previous semester, the employee may apply for 20% tuition waiver. The total tuition waiver percentage may not exceed 50%.

Examples:

Employee teaches 10 hrs. in fall receives 20% tuition waiver percentage for spring.

Employee teaches 15 hrs. in fall receives 30% tuition waiver percentage for spring.

Employee teaches 20 hrs. in fall receives 40% tuition waiver percentage for spring.

Employee teaches 25 or more hrs. in fall receives 50% tuition waiver percentage for spring.

- For part-time employees – Tuition is discounted fifty percent (50%) for MSSU graduate and undergraduate courses.
- For retirees – Tuition is discounted one hundred (100%) for MSSU graduate and undergraduate courses.

Lion Fee and all other non-tuition related charges will be the responsibility of the employee.

The tuition discount does not apply to non-college credit Continuing Education courses.

For the Spouse, Domestic Partner or Children:

•For full-time employees - Tuition is discounted one hundred percent (100%) for MSSU undergraduate courses only. No discounts are offered to spouse, domestic partner or children for graduate courses.

•For adjuncts - Tuition is discounted based on the same percentages outlined in the employee section and is for undergraduate courses only. No discounts are offered to spouses, domestic partners, or children for graduate courses.

•For part-time employees - Tuition is discounted fifty percent (50%) for MSSU undergraduate courses only. No discounts are offered to spouses, domestic partners, or children for graduate courses.

•For retirees – Tuition is discounted one hundred percent (100%) for MSSU undergraduate courses only. No discounts are offered to spouses, domestic partners, or children for graduate courses.

Lion Fee and all other non-tuition related charges will be the responsibility of the spouse, domestic partner and children.

The tuition discount does not apply to non-college credit Continuing Education courses.

SCHEDULE OF CLASSES

Employees may enroll in up to six (6) hours of coursework each semester with the approval of their immediate supervisor and the director reporting to the President's Cabinet member over their department. So as not to interfere with the performance of assigned duties, employees are encouraged to choose evening, on-line or day courses held during their normal lunch period.

Courses taken during normal working hours will require supervisory approval. Any time missed from regularly scheduled work hours to attend a class must be made up during the same workweek or reported to Human Resources as vacation time.

An employee desiring to enroll in more than six (6) semester hours must request permission in writing from their supervisor, the director reporting to the President's Cabinet member, and the President's Cabinet member over their department. All approvals must be obtained in advance of course enrollment.

RESTRICTIONS

The employee, spouse, domestic partner, or their children may withdraw from a course and retake the course one time. Thereafter, that course will be paid for by the employee, spouse, domestic partner, or their children.

If the employee, spouse, domestic partner, or their children fail a course they may retake the course one time. Thereafter, that course will be paid for by the employee, spouse, domestic partner, or their children.

The employee may earn one undergraduate degree, two stand-alone undergraduate certificates, one graduate degree, and one stand-alone graduate certificate. All additional degrees and certificates will be at the expense of the employee. Full-time employees may take one course for professional development or intellectual interest – either for credit or to audit – each term and tuition will be waived. Lion Fees and all other non-tuition related charges will be the responsibility of the employee.

The spouse, domestic partner, and their children may earn one undergraduate degree and one stand-alone undergraduate certificate. All other courses, certificates, and degrees earned will be at the expense of the employee, the spouse, domestic partner, or their children.

Should an employee, spouse, domestic partner, or their children misrepresent any of the required information, the employee will be responsible for the repayment of benefits received and written notification of benefits ending will be submitted to HR by the employee's immediate supervisor.

In addition, disciplinary action up to and including termination may result. Such termination would not remove the repayment responsibility. Furthermore, should an employee no longer have an eligible spouse, domestic partner or child as defined in the policy, the employee is required to notify HR in writing immediately.

4.0 HISTORY

The previous version of this policy was in the *Employee Handbook*, which was last revised in March 2022.

5.0 RELATED DOCUMENTS

Employee Tuition Waiver Application