

**Tuition Waiver Benefit Policy, 2.07**  
**Chapter 2: Personnel**

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**Responsible Office:** Human Resources  
**Applies to:** Faculty and Staff  
**Approved:** 02/15/2022

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**Policy:** This benefit provides to qualifying spouses, domestic partners, and dependent children of eligible employees, up to a 100% tuition waiver for enrollment in credit courses through Rhodes State College. The completion of a FAFSA form will be required and the College will reimburse only the amount of tuition not covered by financial aid. All other required fees shall be the responsibility of the eligible spouse/domestic partner/dependent child. The tuition waiver will be determined after the applicant's dependent status and eligibility or ineligibility for other financial aid is completed.

**Guidelines:****I. Definitions:**

- a. **Eligible Employees:** faculty or staff members who are employed on a regular, annual renewable appointment (including grant funded) with at least a .5 FTE classification
- b. **Dependent Children:** natural born, adopted, step-children or children that the employee has guardianship of under the age of twenty-six
- c. **Spouse:** employee's legal spouse
- d. **Domestic Partner:** employee's domestic partner, as defined in submitted Affidavit of Domestic Partnership

**II. Eligibility:**

- a. Spouses, domestic partners, and dependent children participating in this benefit are required to maintain an academic record meeting the minimum standards of academic progress required for the College financial aid recipients. The standards of academic progress can be found in the College Catalog in the Financial Aid section.
- b. In the event of total disability or death of the faculty/staff member, each participating (enrolled) spouse/domestic partner/dependent child retains benefit eligibility for the balance of the credit hours of enrollment required to complete an associate degree until the age of twenty-six.
- c. If a reduction of force results in a position for less than .5 FTE or the termination of the faculty/staff member's position, or if the faculty/staff member is granted a leave of absence without pay, eligibility for the participating spouse/domestic partner/dependent child is continued for the completion of the current semester of the faculty/staff member's change in status.
- d. In the event of any other termination of active service of the faculty/staff member with the College, Tuition Waiver Benefits cease immediately.

### III. Tuition Waiver Form

- a. Application for a tuition waiver must be made on the designated [form](#).
- b. Tuition waiver form must be completed and submitted to HR prior to first day of each semester for which the benefit is being requested. Information on registration and tuition / fee payment due dates are available in the Financial Aid Office.

#### Related Policies or Procedures:

[Employee Education Tuition Reimbursement Waiver Policy 6.9](#)

#### Compliance References:

N/A

#### History:

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	02/15/2022	Replaces Dependent / Spouse Tuition Waiver Benefit Policy 6.11 revised on 11/14/2012
<b>Revised:</b>	MM/DD/YY	

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*