

I. POLICY

The tuition waiver program is designed to assist employees and their dependents to expand their education through courses at Colorado Mesa University.

II. AUTHORITY FOR CAMPUS POLICIES

The Colorado Mesa University Board of Trustees has approved this benefit program. (September 15, 2004, May 22, 2006, and March 20, 2013, amended March 19, 2014 and amended March 19, 2015).

III. PURPOSE

Employees of Colorado Mesa University are encouraged to expand their education for job-related and career-enhancement purposes. As an added benefit and to assist in recruiting and retaining faculty and staff, dependents of employees also enjoy a tuition discount.

IV. DEFINITIONS AND GUIDELINES

A. Dependent - A dependent is:

1. The Spouse, including Common Law Spouse, current Domestic Partner, or current Partner in a Civil Union of an employee who satisfies the general eligibility requirements for purposes of eligibility for employee health insurance benefits under Colorado Mesa University health insurance, or
2. The dependent child of the employee.
 - a) A child is the natural born or adopted child of the employee or spouse.
 - b) A dependent child is any unmarried child under the age of 24 who is claimed as a dependent on employee's most recent tax return.

B. Common Law Spouse means an adult who is at least 18 years of age; with whom the employee cohabitates; and who represent themselves to the community as married to each other; and there is no legal impediment to the marriage; and who, with the employee spouse, has completed an Affidavit of Common Law Marriage.

C. Current Domestic Partner means an adult who is at least 18 years of age; and who is the same gender as the employee; and with whom the the employee has shared an exclusive, committed relationship with that same person for at least one year prior to claim of tuition benefit with the intent for the relationship to last indefinitely; who is not related to the employee by blood to a degree that would prohibit marriage; and who, with the employee partner, has completed an Affidavit of Domestic Partnership.

D. Current Partner in a Civil Union means an adult, regardless of the gender of either party, at least 18 years of age who is not a partner in another civil union; who is not married to another person; who is not under guardianship, unless the partner under guardianship has the written consent of his or her guardian; and neither partner is a relative of the other, whether the relationship is by the half or the whole blood; and who has obtained a license and certificate of the civil union and presented a certified copy to the University.

B. Employee – A Colorado Mesa University employee with appointment of, or employed at 0.75 FTE or greater during the fiscal year.

C. Fiscal year – July 1 through June 30 of each calendar year.

D. Spouse – The spouse of an employee pursuant to a marriage recognized by the federal tax law, if such spouse is not divorced or legally separated from employee, and who has presented marriage certification.

E. Tuition – In-state, resident cost of attendance at Colorado Mesa University, exclusive of course fees, books, or other costs.

V. PROCEDURES

A. Employee Tuition Waiver

1. As stated in the Professional Personnel Handbook, employees may have tuition waived for job-related and career enhancement undergraduate, graduate, or non-credit courses that are offered by the University.
2. Tuition waivers are limited twelve to (12) semester hours per fiscal year, as defined in the Professional Personnel Employment Handbook.
3. Tuition waivers are limited to classes with space available, without eliminating a tuition-paying enrollee.
4. Employee must obtain written approval from his supervisor and the President or his designee prior to enrolling in the course or training. No request shall be approved unless the President or his designee concludes that enrollment in the course or training will benefit the State and enhance the employee's performance.
5. An employee enrolling in a class that meets during regular work hours must obtain approval from his/her supervisor and either make up the time lost or charge it to vacation leave. The supervisor's prior written approval must contain an agreement that employee will either make up time lost or charge the time to annual leave.
6. Employee not earning a passing grade (at least a 'C' or better) will be required to reimburse the cost of course tuition through immediate payment or payroll deduction.
7. Tuition for courses dropped after the semester Census Date earning a 'W' (withdrawal) must be reimbursed through immediate payment or payroll deduction.

8. Tuition waiver requests must be submitted and approved prior to the end of the semester in which the waiver is sought. Failure to do so will result in a denial of waiver.
9. The monetary value of any employee tuition waiver may be subject to income taxation. It is the employee's responsibility to insure compliance with Internal Revenue Code requirements.

B. Tuition Discount for Dependent

1. A dependent of an employee is eligible for a tuition discount for undergraduate, for-credit coursework at Colorado Mesa University.
2. Eligible dependent is eligible for a 50% tuition discount of the student's in-state tuition for up to six (6) credit hours per fiscal year.
3. Employee must furnish to the Controller of Colorado Mesa University certification of the relationship between the employee and the eligible current dependent prior to approval of tuition discount. If there is no documentation on file in the Office of Human Resources, the Controller may request documentation for verification of status of dependent such as:
 - a) First page of 1040 tax form showing relationship of dependent status
 - b) Copy of dependent's birth certificate
 - c) Copy of employee's marriage license or other legal document that is accepted at the discretion of the Controller of Colorado Mesa University.
 - d) Affidavit of Common Law Marriage.
 - e) Affidavit of Domestic Partnership.
 - f) Certified copy of Certificate of Civil Union.

A failure to provide certification or the failure to provide documentation, when requested, will result in a denial of tuition discount. A falsification of certification of dependency will result in the requirement that any tuition benefit received be repaid and may result in disciplinary action.

4. Dependent must meet Colorado Mesa University's admission requirements and pay applicable course fees prior to being granted tuition discount. Dependent is subject to the same admission requirements, course availability, and registration processes as any other student.

VI. RESPONSIBILITY

A. Supervisor – is the first person to approve an employee's personal tuition waiver, verifying that the employee is eligible for the waiver and that the requested classes do not conflict with regular work hours or that appropriate arrangements have been made. The supervisor must also affirm that the requested class is job-related or that it will enhance the career of the employee.

B. Controller – will verify, as appropriate, that the dependent of an employee is eligible for tuition discount and will authorize immediate billing or payroll deduction for employee who has not earned a passing grade in a tuition-waived course or who has withdrawn after Census Date.

C. Accounting & Financial Services Office – confirms the status of employee for purpose of personal tuition waiver and dependent eligibility for discount, and notes the Payroll ORG number for purpose of tax reporting; applies the appropriate credit to the student's account.

- D. University President or Designee – Approves all requests for employee tuition waivers.
- E. Registrar’s Office – confirms that space is available for employee in class without eliminating a tuition-paying student and confirms an employee’s passing grade to the Controller. If the requested course is full, employee will be placed on a waitlist.
- F. Employee – must ensure status as an “active” student with CMU. If not, employee must complete the New Student Application through Admissions or the Returning Student Application through the Registrar’s Office before enrollment will be considered.

VII. ATTACHMENTS

- A. Employee Tuition Waiver for Noncredit, Undergraduate, and Graduate Credit Courses
- B. Certification of Dependent Status



**Employee Tuition Waiver
Noncredit Courses, Undergraduate & Graduate Credit Courses**

Please complete the following course information, obtain supervisor approval, and submit to the Accounting and Financial Services office prior to the first day of classes. **You may not register for yourself; the Registrar's office will register you on the first day of class.** Only one class per form, please. NOTE: You are responsible for payment of student fees and other amounts not covered by the employee tuition waiver.

Name: _____		700 #: _____	Campus Tel: _____
I am requesting a tuition waiver for _____ (#) hours for _____ (spring/fall) semester, 20 _____			
Course reference #: _____		Class Name: _____	
Dept/Section #: _____	Non-Credit _____	Undergraduate Credit _____	Graduate Credit _____
Have you ever taken course(s) at CMU (or Mesa State College)? Yes _____ No _____ (If not, you must go through the Admissions process before you can be registered for this class.)			

- If I do not earn a passing grade ('C' or better) for all hours, I will reimburse the cost of tuition and agree to an immediate payment or payroll deduction for the amount owed. Unless this form is returned before semester end, I will not qualify for the waiver.
- If the class is held during my business hours, I will either make up time lost or charge the time to annual leave.
- I understand that tuition waivers for graduate credits are taxable and will be added to my taxable income on July's paycheck for summer waivers, September's paycheck for fall waivers and February's paycheck for spring waivers or in the month received if the form is approved after the said payroll is complete.

Employee Signature _____	Date _____
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Supervisor Approval	
I confirm that this employee is employed at 0.75 FTE or greater, that the above class does not conflict with regular work hours or that appropriate arrangements have been made, and that the class is job-related and career enhancing.	
Supervisor Signature _____	Date _____

Accounting & Financial Services Office	
Is employee benefits-eligible? ____ Yes ____ No	Employee FTE _____
Administrative ____ Classified ____ Faculty _____	Payroll Org. #: _____
Payroll Signature _____	Date _____

University President/Delegate Signature _____	Date _____
Registrar Signature _____ By signing, I confirm that space is available in the above class without eliminating a tuition-paying student.	Date _____

Send completed form to Accounting & Financial Services Office for final processing



Certification of Dependent Status

Employee Name: _____ **700#** _____

Part A: Tuition discount for spouse, common law spouse, domestic partner, or partner in civil union
Complete this section to request tuition discount for spouse, common law spouse, civil union or domestic partner

I hereby affirm that I am legally married to _____, my spouse. I will provide proof of marriage upon request, if that documentation is not already available in the office of Human Resources.

I hereby affirm that _____ is my domestic partner, common law spouse, or civil union partner and that I have executed appropriate affidavits of domestic partnership or common law marriage, or provided certification of civil union that is on file with Colorado Mesa University Human Resources.

Part B: Tuition discount for dependent
Complete this section to request tuition discount for dependent

Dependent Name: _____ **700 #** _____ **Date of Birth** _____

1. **Does this dependent meet all of the dependent eligibility requirements listed below?** **Yes** **No.**
To be eligible for tuition discount, the dependent child must:
- a. Be unmarried;
 - b. Be less than 24 years of age; and
 - c. Be financially dependent on employee or employee's spouse
2. I will provide my child's birth certificate, upon request. **Yes** **No**

Certification and Understanding

I certify that all of the information stated above is true and correct in all respects.

I understand and agree that Colorado Mesa University has the right to deny the tuition discount and/or impose discipline if any of the information on this Certification of Dependent Status or as otherwise provided by me to the University is materially false, inaccurate, or misleading.

_____ Signature	_____ Date
Accounting & Financial Services Office	
Is employee benefits eligible: ___ Yes ___ No	Employee FTE _____
Payroll Org _____	Administrative ___ Classified ___ Faculty _____
Payroll Signature _____	Date _____
Controller Signature _____	Date _____

Send completed form to Accounting & Financial Services Office for final processing