

## **I. POLICY**

[https://www.coloradomesa.edu/human-resources/ppeh\\_final-approved-100319\\_complete-handbook-eff-010120.pdf](https://www.coloradomesa.edu/human-resources/ppeh_final-approved-100319_complete-handbook-eff-010120.pdf)

Refer to: Section IV.1 (page IV-4)

## **II. DEFINITIONS AND GUIDELINES**

- A. Dependent - An employee's child including a natural child, stepchild, child under court-ordered guardianship, adopted child, foster child, and child of a civil union or domestic partner. A child is considered adopted if s/he is in the legal custody of the Employee under an interim court order of adoption, whether or not a final adoption order is ever issued.
- B. Part Time Faculty – a temporary faculty with an appointment of less than .75 FTE during the fiscal year.
- C. Fiscal year – July 1 through June 30 of each calendar year.
- D. Spouse- A spouse is:
1. The spouse of an eligible 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.
  2. 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.
  3. 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 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.

4. 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.

E. Tuition – In-state undergraduate classroom course tuition, not including fees or COF or, in-state undergraduate on-line combined tuition and fee rate, not including COF. Does not include course fees, books or other related educational costs, which are the responsibility of the student.

### **III. PROCEDURES**

#### **A. Employee Tuition Waiver**

1. Work release time from regular duties may be granted only for the amount of time required to attend the regular class session.
2. Tuition waiver requests and registration must be approved and submitted to the Registrar's office prior to the first day of class. Failure to do so could result in a denial of waiver. The Registrar's office is responsible for confirming availability of the class. If the class is closed, the employee may seek instructor permission to add the class beyond the course capacity and submit an instructor signed add slip to the Registrar's Office after class has started.
3. Employees will be allowed one appeal in the event the employee does not earn a passing grade (at least a "C" or better) due to a personal hardship occurring during the semester. The appeal must be submitted in writing and approved by the Enrollment Appeals Committee in the Registrar's Office. Appeals must be submitted within 30 days following the last day of the semester.
4. Tuition for courses dropped after the semester Census Date earning a 'W' (withdrawal) must be reimbursed through immediate payment or payroll deduction.
5. Tuition waived for graduate courses might be taxable and the employee should consult their tax advisor.
6. Professional development training taken at the request of the employer, obtained through attendance at seminars, professional conferences, educational courses and/or employee workshops, which assist the employee in performing their essential job functions will be paid through the department budget. Professional development and training is defined as learning undertaken by the employee to maintain and advance their skills, knowledge and competencies, specifically as they relate and add value to their current job.
7. Credit courses taken by employees at another institution, which are paid or reimbursed through departmental budgets, must be pre-approved by the President and may be subject to tax.

B. Tuition Discount for Spouse and Dependent

1. Following is an example of how the 50% tuition discount is calculated for a three-credit class:

Delivery Type	On-campus Delivery		On-Line Delivery		On-campus Delivery		On-Line Delivery	
	Resident	Resident	Resident	Resident	Non-Resident	Non-Resident	Non-Resident	Non-Resident
Tuition Residency Status								
COF Eligibility	COF Eligible	COF Ineligible	COF Eligible	COF Ineligible	COF Eligible	COF Ineligible	COF Eligible	COF Ineligible
Tuition, by residency and type of delivery	\$982.20	\$982.20	\$1,154.49	\$1,154.49	\$1,953.00	\$1,953.00	\$1,154.49	\$1,154.49
Less COF	(\$225.00)	n/a	(\$225.00)	n/a	(\$225.00)	n/a	(\$225.00)	n/a
Net	\$757.20	\$982.20	\$929.49	\$1,154.49	\$1,728.00	1,953.00	\$929.49	\$1,154.49
Less: 50% discount	\$378.60	\$378.60	\$464.75	\$464.75	\$378.60	\$378.60	\$464.75	\$464.75
Net	\$378.60	\$603.60	\$464.75	\$689.75	\$1,349.40	\$1,574.40	\$464.75	\$689.75
Plus: Mandatory fees	\$82.29	\$82.29	n/a	n/a	\$82.29	\$82.29	n/a	n/a
Employee Responsibility	\$460.89	\$685.89	\$464.75	\$689.75	\$1,431.69	\$1,656.69	\$464.75	\$689.75
*Based on 16-17 tuition and fee rates, which are subject to change								

You can access the current tuition rates at:

<http://www.coloradomesa.edu/student-accounts/expenses.html>

2. Employee must furnish to the CMU Controller certification of the relationship between the employee and the eligible current dependent and/or spouse 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 will result in the requirement that any tuition benefit received be repaid and may result in disciplinary action.

3. A spouse and/or dependent must meet CMU's admission requirements course availability, registration and payment processes as any other student.
4. Reimbursement for tuition discount for courses dropped after the semester Census Date earning a 'W' (withdrawal) must be reimbursed through immediate payment or employee payroll deduction.

## **VII. ATTACHMENTS**

- A. Employee Tuition Waiver for Noncredit, Undergraduate, and Graduate Credit Courses
- B. Tuition Discount Request for Spouse and/or Dependent