

# **CAMERON UNIVERSITY**

## **Employee Academic Tuition Waiver Policy**

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### **Policy Statement**

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Cameron University encourages personal and professional growth of its employees and their families through the accomplishment of individual educational goals. To accomplish this end, the university allows full-time and part-time regular employees, their spouse and/or eligible dependent child(ren) to receive a tuition waiver.

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### **Contents**

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- Who should know this Policy?
  - Responsibilities
  - Procedure
  - Contacts
  - Forms
  - Policy History
- 

### **Who Should Know This Policy**

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President	Faculty
Vice Presidents	Other Accounting/Finance Personnel
Deans	All Employees
Department Chairs	
Directors	

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### **Responsibilities**

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#### **Responsible for Policy**

University Officer Responsible

Vice President for Business and Finance

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## Procedure

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**STATEMENT OF PURPOSE:** In support of the above policy statement, the following procedures and information are provided.

### 1.0 Eligibility

- 1.1 The Employee Academic Tuition Waiver is available on the date of hire to employees who receive Cameron benefits and work on a full-time or part-time basis beginning with the first full semester after the employee's date of hire.
- 1.2 Eligible participants include the employee, the employee's spouse and/or dependent child(ren) (natural, adoptive, stepchild, or a child for whom the employee has legal guardianship). Such children must not have attained the age of 24 years at the start of the academic term in which the tuition waiver is applied.
  - For purposes of this policy, an employee who dies during employment at Cameron University after achieving program eligibility will continue to be considered an eligible employee.
- 1.3 An eligible participant must meet the academic requirements of the university to enroll in courses.
- 1.4 An eligible participant must be an Oklahoma resident as defined by State Regents policy.
- 1.5 Eligible participants who are already receiving a full or partial tuition waiver through another program will be limited on their use of this waiver, up to and including not receiving this waiver for the semester.
- 1.6 Each eligible participant other than the employee for which a waiver is requested must have a Free Application for Federal Student Aid (FAFSA) on file with the university for the academic year in which a waiver is requested.

### 2.0 Guidelines

- 2.1 Employees are granted a total of 18 credit hours of tuition waiver per academic year (fall, spring, summer). Employees may assign part or all of the 18-hour benefit to their spouse and/or eligible dependent child(ren) in any combination of hours.
- 2.2 The tuition waiver benefit for three-quarter time and part-time employees to include adjunct faculty in the semester(s) which they are actively teaching is prorated to match their employment status.
- 2.3 An employee may take up to one three credit hour course during scheduled work hours with the supervisor's approval. The supervisor must make the decision based upon the best interest of the University. The approved Employee Academic Tuition Waiver Request Form (E4) should be turned into the Business Office before the start of classes for final approval.
- 2.4 If a student receives a grade of D, F, U, W or I they cannot receive the waiver a second time to retake the same course.
- 2.5 Mandatory student fees will not be waived per State Regents Policy.

- 2.6 For employees, time missed from regularly scheduled work hours must either be made up at a time specified by the supervisor or taken as annual leave. The determination is made by the supervisor.
- 2.7 Lunch time is usually the middle of the day, and cannot be flexed more than one or two hours before or after lunch time for class attendance. With approval, classified employees may use up to 30 minutes of the lunch period to make up work hours.
- 2.8 All class-related activities (admission, enrollment, advising, homework, etc.) for employees must be done outside of work hours.

### **3.0 Procedures**

- 3.1 Employees using the waiver for themselves must obtain approval from their supervisor before enrolling in a class that conflicts with their normal work schedule for which a tuition waiver is requested. Since the tuition waiver is a benefit, use of the benefit must be approved by the employee’s supervisor. The supervisor must make the decision based upon the best interest of the University. If enrollment is approved, the employee must complete an Employee Academic Tuition Waiver Request and submit it to the Business Office, Room 101 in the Administration building for final approval.
- 3.2 If the course is taken during scheduled work hours, the employee must submit either an annual leave request or the Employee’s Revised Work Schedule on the Employee Academic Tuition Waiver Request for approval by the supervisor and the Business Office. All classified employees must have an approved arrangement for supervision for any hours worked outside of the normal 8am to 5pm workday. All hours worked in this capacity must be approved by the Business Office. The supervisor will make the decision based upon the best interest of the University. The form is located on the employee tab in Aggie Access under CU Perks.
- 3.3 The Employee Academic Tuition Waiver Request Form should be filed with the Business Office prior to the start of classes. Failure to do so could result in the waiver being disallowed.

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### **Contacts**

Policy Questions: Business Office, (580) 581-2226

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### **Forms**

In support of this policy, the following forms are included:  
Employee Academic Tuition Waiver Request Form ([E4](#))

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### **Policy History**

#### **Policy**

Issue Date:	February 9, 2005
Reviewed, no revision:	September 2018
Revised:	May 16, 2011
Revised:	March 31, 2021
Revised:	August 1, 2023