

CAMERON UNIVERSITY

Tenants and Partners Academic Tuition Waiver

Policy Statement

Cameron University encourages personal and professional growth of its tenants and partners through the accomplishment of individual educational goals. To accomplish this end, the university allows full-time regular employees to enroll in courses and receive a tuition waiver.

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Who Should Know This Policy

President
Vice Presidents
Deans
Directors
Other Accounting/Finance Personnel

Responsibilities

Responsible for Policy

University Officer Responsible

Vice President for Business and Finance

Procedure

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

1.0 Eligibility

- 1.1 The Tenants and Partners Academic Tuition Waiver is available on the date of hire to employees of approved Cameron University tenants and partners. Approvals are granted by the president of Cameron University upon the recommendation of the Vice President for Business and Finance.
- 1.2 The employee must meet the academic requirements of the university to enroll in courses.
- 1.3 The employee must be an Oklahoma resident as defined by State Regents policy.
- 1.4 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.

2.0 Guidelines

- 2.1 For Fall and Spring semesters, a full-time employee may use the tuition waiver benefit for up to six credit hours per semester. For the Summer semester, a full-time employee may use the tuition waiver benefit for up to three credit hours. The tuition waiver benefit for three-quarter time and part-time employees is prorated to match their employment status.
- 2.2 An employee may take courses during scheduled work hours with the supervisor's approval. The supervisor must make the decision based upon the best interest of the tenant or partner. The approved E4 form should be turned into the Business Office before the start of classes for final approval.
- 2.3 The tuition waiver benefit is 100% for credit courses, including audited courses.
- 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.

3.0 Procedures

- 3.1 The employee must obtain approval from his or her supervisor before enrolling in a class 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. If enrollment is approved, the employee must complete an Employee Academic Tuition Waiver Request and submit it to the University Business Office, Administration Building, Room 101 for final approval.

3.2 The applicable Employee Academic Tuition Waiver Form may be obtained and should be filed with the University Business Office prior to the start of classes. Failure to do so could result in the waiver being disallowed.

Contacts

Policy Questions: Business Office, 580-581-2225.

Forms

In support of this policy, the following forms are included:

Employee Academic Tuition Waiver Request (E4)

Similar forms specific to individual tenants or partners may be developed to acknowledge additional restrictions or conditions from the tenant or partner.

Policy History

Policy

Issue Date: August 14, 2023