

## Benefits - Tuition Waiver Program



### **PURPOSE:**

The Citadel Tuition Waiver Program is for The Citadel's faculty and staff employees in a covered position who wish to enroll in Citadel classes. The Tuition Waiver Program is not generally available to employees eligible to receive allowances from any other official sources including scholarships, and government tuition assistance. However, The Citadel may waive up to 25% of total tuition costs for ROTC instructors with a signed request from the ROTC Department Head submitted with the Tuition Waiver Application Form. Any covered Citadel employee desiring to enroll in educational courses outside of The Citadel should contact Human Resources for information on the State Tuition Assistance Guidelines.

### **GENERAL:**

State law authorized state-supported colleges and universities and state-supported post-high school vocational or technical colleges to provide assistance for educational expenses, including the payment, waiver, or remission of tuition or fees, to its covered faculty and staff. This authorization waiver is not considered a prerequisite of employment, cannot exceed six 6 credit hours a semester, and cannot be used in computing the higher education funding formula or have an impact on the level of funding an institution receives from the state. The Tuition Waiver Program at The Citadel is limited to credit bearing courses offered by the college to meet requirements in its academic programs. Continuing educational courses, either non-credit or credit bearing (CEU), are not covered.

### **POLICY:**

- A. The Citadel's faculty and staff filling authorized covered FTE positions are eligible to participate in the Tuition Waiver Program on a space available basis regardless of race, color, religion, sex, age, national origin, disability, or veteran status.
- B. Participating faculty and staff employees in a covered position must meet all program and course requirements, as appropriate.
- C. Participating members of the staff and faculty must be employed by The Citadel and working at least thirty hours per week in a covered position; must have satisfactorily completed a probationary period of six months; and must meet all program and course requirements, as appropriate.
- D. An employee who participate in the Tuition Waiver Program and resigns, is dismissed, or otherwise leaves The Citadel will be allowed to complete the

course in which he or she is currently enrolled; however, he or she will not be permitted to enroll in additional courses under the this program.

- E. Participation in the Tuition Waiver Program is on a space available basis only. Participants may enroll in a course for academic credit or in audit status.
- F. It is expected that those participating in the Tuition Waiver Program will enroll in courses during hours which will not conflict with their normal work schedule. However, when a desired course is only available during normal work hours, the department/activity head may elect to adjust the individual's work schedule to permit participation in the course. When such an adjustment is not feasible, the individual may, with the approval of his or her supervisor, use earned annual leave or request up to ten (10) days of leave without pay to enroll in a course. Both annual leave and authorized leave without pay must be approved in advance by the department/activity head.
- G. Participants may enroll in a maximum of six (6) credit hours during each academic semester and during each of the three summer sessions under the following conditions:
  - 1. During the Fall and Spring Semesters, participants may enroll only in courses offered through The Citadel College of Graduate and Professional Studies.
  - 2. The participant will not be required to pay the normal registration fee or any course tuition but will be required to pay the standard application fee at his or her initial enrollment and any course-related costs, such as lab fees, books, supplies, and other materials.
- H. Employees must pass the course(s) being waived. If an employee in the Tuition Waiver Program receives a failing grade for any course, they will be responsible for full payment to The Citadel for that course(s).

#### **PROCEDURE:**

- A. Participants must complete an application for the Tuition Waiver Program; Annex A. Application forms are available on the Human Resources web site.
- B. Completed applications must be sent to the Human Resources Department for a review of eligibility requirements.
- C. An approved Tuition Waiver Program application must be presented to the Director of the College of Graduate and Professional Studies at the time of registration in order to have tuition waived. The Director is responsible for ensuring that all academic program requirements have been met and that space is available in the course requested. The individual course instructor is responsible for ensuring that all pre-requisite requirements have been met.
- D. The Director of Human Resources through the Supervising Vice-President

must approve any exceptions to this policy.