

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

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MEMORANDUM  
NUMBER 2-105

31 July 2012

**TUITION WAIVER POLICY**

**1. PURPOSE:**

This Memorandum sets forth The Citadel's policy for waiving tuition for Citadel faculty and staff members.

**2. REFERENCE:**

S.C. Regulations, 19-716

**3. POLICY:**

- A. 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 20% 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.
- B. 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.
- C. 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.
- D. Participating faculty and staff employees in a covered position must meet all program and course requirements, as appropriate.
- E. 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. As an exception, ROTC Instructors may apply for Tuition

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Waiver prior to the six month probationary period due to short assignment periods for military personnel.

- F. An employee who participates in the Tuition Waiver Program and resigns, is dismissed or otherwise leaves The Citadel after the start of the course 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 this program. Those departing The Citadel prior to the start of the course incur the total cost for that course.
- G. 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.
- H. 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.
- I. Participants may enroll in a maximum of six (6) credit hours during each academic semester and during each of the three summer sessions.
- J. 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/her enrollment and any course related costs, such as lab fees, books, supplies, and other materials.
- K. 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).

#### 4. **PROCEDURE:**

- A. Participants must complete an application for the Tuition Waiver Program, HR Form-100; Annex A. Application forms are available on the Human Resources website.
- B. The completed HR Form-100 must be sent to the Human Resources Department for a review of eligibility requirements.
- C. The approved HR Form-100 is provided to the employee, The Citadel Treasurer's Office and the Financial Aid Office.

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- D. The Director of the Citadel Graduate College or Evening Program 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.
- E. The Director of Human Resources, through the employees supervising Vice President, must approve any exceptions to this policy.

**5. COMPLIANCE:**

Failure to comply with this policy may result in disciplinary action.

**6. NOTES:**

**A. Dates of official enactment and amendments:**

Approved by Associate Vice President, Operations on 31 August 2012.

**B. Responsible Department:**

Human Resources

**C. Responsible Official:**

Training Manager

**D. Cross References:**

None

**7. RESCISSION:**

Human Resource Policy "Tuition Waiver Policy" dated 31 July 2009 is rescinded.

FOR THE PRESIDENT:

OFFICIAL

THOMAS G. PHILIPKOSKY  
Colonel, USAF, Retired  
Associate Vice President, Operations