

# **CAMERON UNIVERSITY**

## **Employee Academic Tuition Waiver Program Policy**

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### **Policy Statement**

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Cameron University encourages personal and professional growth of its employees 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**

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|---------------------|--------------------------------------|
| √ President         | √ Faculty                            |
| √ Vice Presidents   | √ Other Accounting/Finance Personnel |
| √ Deans             | Students                             |
| √ Department Chairs | Other Groups                         |
| √ Directors         | √ All Employees                      |
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### **Responsibilities**

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#### **Responsible for Policy**

University Officer Responsible

Ninette Carter

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 Program is available on the date of hire to employees who receive Cameron benefits and work on a full-time or part-time basis.
- 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.

### **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 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 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 No waiver will be given for courses in which an employee receives a grade of D, F, U, I or W.
- 2.5 Mandatory student fees will not be waived.
- 2.6 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.) must be done outside work hours.

### **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. 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 for final approval.

- 3.2 If the course is taken during scheduled work hours, the employee must submit either an annual leave form 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 8 to 5 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 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**

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Policy Questions: Gordon Shaw, Director of Human Resources, (580) 581-2245

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## **Forms**

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

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## **Policy History**

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### **Policy**

Issue Date:	February 9, 2005
Reviewed, no revision:	February 2016
Revised:	May 16, 2011