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**Passed by the BoT**

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## **THE UNIVERSITY OF MASSACHUSETTS**

### **POLICY ON TUITION WAIVERS**

This policy governs tuition waivers for the five campuses of the University of Massachusetts.

#### **I. Definitions**

As used in this Policy, the following words shall have the following meanings:

**A. Board of Higher Education ("BHE")** - The statutory board created by section 1 of Chapter 15A of the General Laws, as amended by section 43 of Chapter 151 of the Acts of 1996, or its successor.

**B. Dependent Child** - A child of a University Employee who meets the requirement of dependency as defined by the Internal Revenue Service but in no event an individual over the age of twenty-five unless specifically approved in writing by the President. This includes a Dependent Child, as defined by the IRS, of a Domestic Partner of a University Employee.

**C. Domestic Partner** - A person of the same sex as the University Employee who lives with such Employee in a committed relationship that involves personal and economic bonds. In order to qualify as a domestic partner the University Employee must file a "Certificate of Commitment" with the campus Human Resources office.

**D. Half-Time Employee** - A University Employee who works at least half-time (twenty hours per week) but less than Full-Time.

**E. Remission** - The waiver of tuition for University employees for graduate or undergraduate courses (other than in the M.D. program) at the five University campuses. Waiver of tuition for other higher education or state employees attending classes at the University is not covered by this policy.

**F. Spouse** - An individual married to a University Employee.

**G. Tuition** - The student charges established and defined as tuition each year by the Board of Trustees and the BHE.

**H. University Employee** - All classified and professional employees receiving benefits and salary through the University payroll regardless of source of funds for salary (appropriation or trust fund). This definition includes employees on sabbatical leave, professional staff leave, authorized leave without pay, sick leave or disability leave but not employees who have ceased employment but are on insurance disability.

## **II. Scope**

This policy governs all waivers of tuition including waivers provided pursuant to section 19 of Chapter 15A of the General Laws as well as waivers of tuition for University Employees. This policy does not cover nor does it authorize waivers of any other charges, including fees.

## **III. Tuition Waivers for Non-Employees**

### **A. Undergraduate Student Tuition Waivers**

**1. Need-Based Tuition Waivers** - Need-based tuition waivers for state-supported degree or certificate programs shall be provided in accordance with state law and as established by BHE Tuition Waiver Program Guidelines.

If a campus wishes to extend need-based waivers to non-state-supported programs the Chancellor shall inform the President of that decision and the reasons for such extension no later than August 1 prior to the academic year in which such waivers will first be offered.

**2. Legislative and BHE Tuition Waivers** - Each campus shall provide tuition waivers for state-supported programs in those categories established by law or set forth in the BHE Tuition Waiver Guidelines. Such waivers shall be provided in accordance with the BHE Tuition Waiver Program Guidelines.

If a campus wishes to extend categorical waivers to non-state-supported programs or non-credit courses, the Chancellor shall inform the President of that decision and the reasons for it no later than August 1 prior to the academic year in which the waivers will first be offered.

**3. Campus Specific Waivers** - If a campus wishes to provide tuition waivers for a category of individuals not included in a state law or the BHE Guidelines, the Chancellor shall submit to the President a proposal for the waivers including how the waivers would advance the mission of the campus, and proposed guidelines for administering the waivers no later than June 1 prior to the academic year in which the waivers will first be offered. If the President approves the proposed categorical waiver, he shall forward it to the BHE for approval. Such waivers shall not be provided unless and until the Chancellor receives the approval of the President and the BHE.

**B. Graduate Student Tuition Waivers** - Each campus may establish its own program(s) for tuition waivers for graduate students in accordance with the BHE Tuition Waiver Program Guidelines, provided that written guidelines for each program or type of waiver shall be forwarded by the Chancellor to the President, and approved by the President no later than August 1 prior to the academic year in which the waivers are to be awarded. Guidelines shall include award value and eligibility for each program. Waivers may be provided only for students enrolled in graduate degree or post-baccalaureate certificate programs.

Graduate tuition waiver programs may include but need not be limited to programs for graduate teaching and research assistants, resident assistants, student teacher or nursing student supervisors, and fellowship recipients.

After graduate tuition waiver guidelines for any program have been approved by the President, they shall be forwarded to the BHE for information.

#### **IV. Tuition Remission For Employees**

##### **A. General**

**1. Full-Time Employees** - A full-time University Employee, his or her Spouse or Domestic Partner, and Dependent Children shall be eligible for tuition waivers.

**2. Half-Time Employees** - A half-time University Employee is eligible for tuition waiver of up to seven credits per semester or summer for himself or herself only.

**B. Educational Programs Covered** - Tuition waivers for University Employees may be granted for all undergraduate and graduate programs at the University other than continuing education as defined by the campus. Tuition waivers shall not be granted for the M.D. program at the Medical School.

##### **C. Waivers After Termination of Employment**

**1. Termination During Program** - If a University Employee leaves the employment of the University while a Spouse, Domestic Partner or Dependent Child is enrolled in a program of study, the Spouse, Domestic Partner or Dependent Child may complete the semester course(s) already begun without paying tuition. At the end of the semester eligibility for tuition waiver ceases.

**2. Death** - If a University Employee who has completed at least five years of full-time service or its equivalent as determined by the campus Chancellor, dies, while his or her Spouse, Domestic Partner or Dependent Child is enrolled in a program of study or degree program, the Spouse, Domestic Partner or Dependent Child may complete the program without paying tuition.

If at the time of death, the Spouse, Domestic Partner or Dependent Child is not enrolled, each such individual shall be eligible for one program of study or degree program tuition free.

**3. Retirement** - If a University Employee retires from the University, the University employee and his or her Spouse, Domestic Partner and Dependent Children shall be eligible for tuition waivers for one program of study or degree program.

#### **D. Program Administration**

**1. Admissions** - Admission into any program or course provided by the University shall be governed by campus admission policies. All University Employees, Spouses, Domestic Partners and Dependent Children shall meet admissions criteria to enroll, and shall meet program standards and requirements to continue. This policy in no way eliminates or modifies admissions criteria or academic standards or criteria.

**2. Application** - Procedures for requesting tuition waivers shall be governed by each campus provided that waivers shall be granted on a semester by semester basis and require the approval of the University Employee's supervisor and the appropriate Admissions Office.

In the case of a Spouse, Domestic Partner or Dependent Child, waivers shall be granted only after the individual has been admitted and billed for the courses.

**3. Courses During Working Hours** - A University Employee may take one course per semester (no more than four credits) during normal working hours provided the University Employee has arranged with his or her supervisor to make up work time lost. If the supervisor determines that the course is directly and immediately related to the University Employee's work, release time may be granted with the approval of the campus Human Resources office.

#### **V. Repeal of Prior Policies**

This policy supersedes all prior University and campus tuition waiver policies.