

Tuition Waiver/Reimbursement

This policy is in accordance with UA Board Policy 440.1, which extends educational benefits at reduced rates to full time employees and their spouses and independent children.

1. ASMSA employees shall designate one campus as the “employee’s campus” for purposes of this policy. In accordance with [UA Board Policy 440.1](#), the designated campus shall remain the same for the term of employment unless the site of employment changes. These employees should receive the same employee and/or dependent tuition waiver available for undergraduate education on the designated “employee’s campus” that is available for employees of the designated campus.
2. Employee’s enrollment at reduced rates shall not exceed eleven semester credit hours in the fall and spring semesters and six semester credit hours in the summer session.
3. All enrollments at reduced rates must be approved by an authorized supervisor. This policy does not assume that release time from regular working hours will be automatically permitted. Release time is not a right but a privilege that is granted at the authorized supervisor’s discretion. For full release procedures, refer to [UA System wide Policy and Procedures UASP 445.1](#).
4. Spouses and dependents may take up to 132 undergraduate semester credit hours and receive a 50% tuition discount at the employee’s designated campus or 40% tuition discount at any other campus within the University of Arkansas. A student may not receive discounts as both an employee and a dependent of an employee. Waiver benefits are applicable to tuition only. All applicable fees are to be paid in full for any enrollment. The waiver benefit is applicable to credit courses only.

Reimbursement for continuing education/graduate courses and/or specialized certifications:

1. ASMSA employees are encouraged to utilize the tuition waiver available through a designated “employee campus” whenever possible. For courses not covered by a U of A campus tuition waiver policy or programs of study that are unavailable at a UA System campus, ASMSA employees may be eligible to receive reimbursement for tuition and fees of approved continuing education and/or graduate work that will be a benefit to ASMSA or to the employee’s current position.
2. Reimbursement will not exceed \$3000 per year (7/1-6/30) for master programs. Reimbursement will not exceed \$5000 per year (7/1-6/30) for doctoral programs.

3. Some departments may have preferred degree programs approved by the institution that are beneficial to ASMSA which could result in larger reimbursement amounts.
4. Full reimbursement of tuition and fees will be granted if ASMSA requires a full-time employee to take classes to maintain eligibility for employment for his or her current position. A written request will be sent to the employee detailing coursework requirements and placed in the employee's personnel file.
5. The reimbursement benefit is applicable to either credit courses or specific certifications directly related to the employee's field of expertise and position with ASMSA.
6. In order to be eligible for the tuition and fees reimbursement, the following requirements must be met prior to the start of the semester (where applicable):
 - Complete the Tuition Reimbursement Request Form, signed by the employee and supervisor and attach a one-page narrative detailing the coursework that the reimbursement is requested for and the benefit for ASMSA and the employee's current position along with a printed program of study to request form. Submit to the Human Resources office.
 - If approved, submit a detailed account statement and proof of payment to Human Resources.
 - At the conclusion of the semester, submit proof of grades to Human Resources. Employee must receive an A or B grade in order to received reimbursement benefit.
7. If the employee benefiting from this policy does not continue employment with ASMSA for one year after the master's program reimbursement and/or two years after the doctoral program reimbursement is granted, the employee shall be required to reimburse ASMSA.
8. An appeals committee will be in place in the event an employee is denied and wishes to appeal the decision. The committee will be made up of representatives from Human Resources, one faculty member, and one staff member.