

### **TUITION ASSISTANCE (Board of Trustees Policy 440.1)**

All full-time employees, not on leave without pay other than workers compensation, military, or family medical leave, employed as of the final day of regular registration in any session or semester, their spouses, and their dependent children (as defined by the Internal Revenue Service) are eligible for a tuition discount at another UA System institution but will be limited to 132 undergraduate hours. Surviving spouses, who have not remarried, and dependent children of deceased employees who died while in the full-time employment of ASMSA are also eligible. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only. For employees hired after May 1, 2017, eligibility as described above shall begin with the final day of regular registration following continuous employment in a full-time position with ASMSA for one complete fall or spring semester.

ASMSA employees shall designate one campus as the “employee’s campus” for purposes of this policy. 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.

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. All enrollments that require release time from an employee’s work schedule 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.

ASMSA employee’s 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 UA system. 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.

### **Tuition Reimbursement for Graduate and Doctoral Programs**

ASMSA encourages our employees to pursue advanced and/or terminal degrees when possible. Employees may be eligible to receive reimbursement for tuition and fees of approved continuing education, graduate or doctoral work that will be a benefit to ASMSA and/or to the employee’s current position. Reimbursement will not exceed \$3000 per year (July-June) for approved master’s degree programs and \$5000 per year (July-June) for approved doctoral degree programs. Some ASMSA departments may have preferred degree programs approved by the institution that are beneficial to ASMSA which may result in larger reimbursement amounts.

Full reimbursement of tuition and fees will be granted if ASMSA requires a full-time employee to take a class 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.

The reimbursement benefit is applicable to either credit courses or specific certifications related to the employee's field of expertise and position with ASMSA.

To be eligible for the tuition and fees reimbursement, requirements must be met prior to the start of the semester or session (where applicable). Information regarding the tuition reimbursement program can be located on the Human Resources website.

<https://www.asmsa.org/human-resources/hr-forms-and-general-information/>

If the employee benefiting from this policy does not continue employment with ASMSA for one year following the completion of coursework for a master's degree and two years following the completion of coursework for a doctoral program in which reimbursement is granted, the employee shall reimburse ASMSA.

In the event an employee is denied tuition reimbursement and would like to appeal, an appeals committee will be in place to review the decision. The committee will be made up of the Director of Human Resources, one faculty member, and one staff member.