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<th>Policy Title:</th>
<th>CCU Tuition Waiver Program</th>
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<td>Human Resources and Equal Opportunity</td>
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**SUMMARY:**

Faculty and staff in an FTE (slotted), temporary grant, time-limited, research grant and unclassified positions may apply for a Coastal Carolina University Tuition Waiver.

**POLICY:**

I. Tuition Waiver Program for Faculty and Staff

A. Eligibility

1. Faculty
   A faculty member must be employed in an FTE (slotted) position, have successfully completed six months of employment and have been admitted to Coastal Carolina University.

2. Staff
   A staff member must be employed at least thirty hours per week in an FTE (slotted), temporary grant, time-limited, research grant or unclassified position, have completed six months of service and have been admitted to Coastal Carolina University.
II. Program Provisions

A. Employees in eligible positions at Coastal Carolina University are allowed a tuition waiver for up to six undergraduate or six graduate credit hours per semester or six total credit hours during all summer terms combined.

B. The regular application fee will be waived.

C. Employees taking additional courses will pay the regular tuition rate in effect at the time of enrollment.

D. The employee must submit the Tuition Waiver Request Form to the Office of Human Resources and Equal Opportunity within ten (10) days after the start of the course. If the waiver is not received within this time frame, the employee may be responsible for all or part of the tuition fees.

E. The Tuition Waiver program does not pay for expenses incurred or required by the course such as textbooks, field trips, course specific fees or technology fees. Special fees for admission in some graduate areas will not be waived.

F. An employee who fails, or wants to repeat a course, will not be given a waiver for the same course.

G. An employee who withdraws from the course after the 100% refund date will be responsible for any tuition balance.

H. Employees may enroll in a course for academic credit, audit a course or select the pass-fail option.

I. Faculty or staff who have received notice of non-reappointment are not eligible to receive a tuition waiver for the academic term(s) following notification of non-reappointment.

J. Employees who change status from an eligible position to a position that is not eligible for a tuition waiver while taking a course may continue in that course. However, once in the new position the employee will not be eligible for future tuition waivers.

III. Class Scheduling

A. Whenever possible, faculty and staff are expected to enroll in classes during hours that do not conflict with other University obligations. When an approved class cannot be scheduled during off-hours, the supervisor may elect to adjust the employee’s work schedule. If two classes are approved for the same semester, one must be scheduled outside the normal workday. Supervisors may deny participation in the Tuition Waiver Program if the scheduled time of the course would interfere with academic or business needs of the department.
B. When an approved class cannot be scheduled during non-work hours and it is not feasible to adjust work schedules, the employee may be allowed to take annual leave (if available) for the purpose of attending class. Authorized leave without pay for up to ten (10) days may also be used to attend class. Both annual and authorized leave without pay must be approved in advance by the department head or director. Employees requesting educational leave beyond what is covered in this policy should contact HREO for additional information.

IV. Employees Separating from the University

A. Should an employee voluntarily resign or be involuntarily separated for cause at any time within the two-year period immediately following the employee’s most recent semester as a student, all or half (see Section C below) of the full tuition cost for the respective class(es) taken must be paid back to the University.

B. Should an employee be involuntarily separated, not-for-cause (i.e. Reduction in Force), no tuition reimbursement will be required.

C. After 12 months of continuous service based on the semester enrolled (Fall semester - January 1, Spring semester - June 1, Summer (all terms) semester - August 1) following successful completion of class(es), the amount owed by the employee is one-half of the full tuition cost for the course(s). After 24 months of continuous service based on the semester enrolled, the employee will not owe CCU any balance.

D. The tuition cost will be deducted from the employee’s remaining paychecks and/or annual leave payout (if applicable). Any monies remaining after the deduction will be paid to the employee. Should the amount of the paycheck fall short of total payment required, the employee will owe the balance to the University. The employee has a maximum of 60 days by which to pay the full amount owed or to make payment arrangements. All payment arrangements must be approved by the CFO. Exceptions may only be made by the President or designee.

E. A Tuition Waiver will not be granted to faculty or staff members leaving University employment before class(es) start for which the waiver was arranged.

F. An enrolled faculty or staff member who leaves University employment while taking a class for which tuition has been waived will be allowed to continue in the course and will not be permitted to enroll in additional courses. Reimbursement will be in accordance with sections B. and C. above.

G. In the event a tuition waiver is pre-approved and the employee is separated from the University, voluntarily or involuntarily, before or on the start date of the course, the tuition waiver will be rescinded, and the employee will be responsible for paying all fees associated with the course.

H. For additional information, please consult the Tuition Policy FAQ.
V. Procedures for Admission and Enrollment

A. Employee must apply for admission to Coastal Carolina University through the Admissions Office. The regular admissions application fee will be waived.

B. Employee must register for course through the Registrar’s Office.

C. Employee must complete the Tuition Waiver Request form (available online at the Human Resources and Equal Opportunity forms section of the University website) and submit the completed form to HREO for final approval.

D. Faculty and staff are individually responsible for applying for admission to the University and for receiving academic advisement.

E. HREO will send approved tuition waiver forms to Financial Aid for processing.