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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 one class per semester or one class during all summer terms combined.

B. The annual tuition amount to be waived per calendar year may not exceed $5,250. Employees taking more than one course as described in paragraph II.A or incurring a balance exceeding the $5,250 annual limit will pay for additional courses and/or the excess balance at the regular tuition rate.

C. 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.

D. 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.

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

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

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

H. 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.

I. 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. 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. 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.