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COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## **Tuition Waiver Policy**

### **Policy Number 5-02**

Commonwealth University of Pennsylvania

Approved by University Senate, 4/10/2025

Issued by President Bashar W. Hanna as Policy 5-02 on 4/21/2025

Responsible Office: Student Billing Office

Previous Policy: PRP 6538

### **1. Purpose**

It is the policy of the Council of Trustees of Commonwealth University upon recommendation by the President and in accordance with Board of Governors (BOG) Policy 1983-18A, Waiver of Fees, and BOG Policy 1996-01-A: Sources of Funding for University Scholarships, that the University grant all permanent, full-time faculty, staff and managers (non-represented employees) of Commonwealth University and their spouses and children tuition waiver benefits.

This policy addresses tuition waiver concerns not addressed in employee Collective Bargaining Agreements (CBA). This policy should be read in conjunction with the applicable section, if any, of the employee's CBA for bargaining unit faculty and staff. In the event that a conflict between this policy and the CBA is noted, the CBA prevails.

Recognizing the absence of this benefit in the OPEIU Agreement Memorandum, this policy grants undergraduate tuition waiver benefits to children and spouses of permanent, full-time employees in positions covered by OPEIU.

This policy addresses employees not covered by a CBA and employees covered by a CBA which does not have a tuition waiver provision.

This policy is also the controlling document for management employee tuition waivers at Commonwealth University.

This policy addresses tuition waiver for visiting scholars not covered by a CBA.



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## **2. Scope**

All permanent, full-time faculty, staff and managers (non-represented employees) of Commonwealth University and their spouses and children tuition waiver benefits.

## **3. Definitions, Roles and Responsibilities**

### **3.1. Definitions**

#### **A. Children**

1. Biological child
2. Legally-adopted children;
3. Step-children;
4. Court appointed legal ward

#### **B. Employee**

A permanent, full-time faculty, staff and manager employed by Commonwealth University.

#### **C. Management Employee/Manager**

A non-represented employee in a position classified as “management” in accordance with applicable provisions of the State System’s Management Classification and Compensation Plan.

#### **D. Spouse**

A legally married partner.

#### **E. Termination of Benefit**

The severance of the employer-employee relationship between the university and any of its employees whether by resignation, dismissal, retirement other than listed in Section D, retrenchment, furlough or otherwise.

#### **F. Tuition**

A basic educational fee only.

#### **G. Undergraduate degree**



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A baccalaureate degree granted by any accredited university. An earned Associate degree does not diminish eligibility.

3.1.1. **[Term:]** [definition of term]

### 3.2. **Roles and Responsibilities**

3.2.1. [Name Division or Office as the holder of the role and a short summary of the responsibility to be carried out in association with that role]

## 4. **Policy**

### A. **EMPLOYEES**

Employees in permanent, full-time appointments shall be granted a waiver of undergraduate tuition for courses offered at Commonwealth University for credit, regardless of whether or not the course is directly related to the employee's position or job classification.

Management employees in permanent, full-time appointments shall be granted a waiver of graduate tuition for courses offered at Commonwealth University for credit, regardless of whether or not the course is directly related to the employee's position or job classification.

Management employees in permanent, full-time appointments shall be granted a waiver of undergraduate tuition for courses completed at a State System university other than the university where employed until he or she obtains the first undergraduate degree.

Employees covered by this policy must pay all fees not specifically waived.

Employees may take a course only on a "seats available" basis. An employee enrolled to take a course under this program could lose his/her opportunity to take the course if any regularly enrolled tuition paying student, up to the end of the "drop-add" period, wishes to have that seat. He/she could not lose their seat thereafter.

Should the course be offered only during working hours, it is the responsibility of the employee, prior to registering for the course, to negotiate with his/her supervisor a work schedule which will enable the fulfillment of his/her full-time responsibilities. If such adjustment is not possible or will have an adverse impact upon the operation, then permission to utilize this procedure shall be refused.



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### **B. CHILDREN**

The Employee's child/children shall be granted undergraduate tuition waiver at Commonwealth University until the age of 25 or until he or she obtains the first undergraduate degree, whichever comes first. The waiver remains in effect through the semester the child reaches his/her 25th birthday. This policy shall apply to undergraduate students who maintain satisfactory progress as defined by the academic program.

The waiver shall not apply when financial aid is specifically made available for tuition purposes.

Tuition waiver shall be discontinued upon termination of employment. If such termination takes place after the second day of a semester, tuition will be waived only for the remainder of that semester.

Permanent, full-time management employees' children shall be granted a fifty percent (50%) waiver of undergraduate tuition at State System universities other than the university where the employee is employed.

The admission of children under this policy will not adversely affect the regular enrollment goals of the university nor reduce the availability of educational opportunity to other Commonwealth students or applicants.

### **C. SPOUSES**

Permanent, full-time employees' spouses shall be granted a waiver of undergraduate tuition at Commonwealth University. The waiver of tuition shall apply until the spouse obtains his/her first undergraduate degree.

Spousal tuition waiver shall be discontinued upon termination of the employee's appointment. If such termination takes place after the second day of a semester, tuition will be waived only for the remainder of that semester.

### **D. CONTINUATION OF BENEFIT**

Waiver of tuition shall continue to the limits cited above for managers (non-represented employees) and OPEIU represented employees who meet one of the following conditions:

- I. Have five or more years of credited service in one of the State System's approved retirement plans and become disabled or die;
- II. Are retired from the State System and have at least 15 years of credited service in one of the State System's approved retirement plans; or



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III. Are retired from the State System and are at or above the superannuation retirement age, with at least of ten years of credited service in one of the State System's approved retirement plans.

### **E. VISITING SCHOLARS**

Visiting Scholars, such as those placed by the Fulbright Foundation, who are not entitled to a tuition waiver through an applicable CBA, and who provide teaching or research activities for the university, are eligible to receive a tuition waiver for up to six (6) graduate credits per semester

These waivers shall be requested by the respective Dean or Director, and approved at the discretion of the University President

## **5. Procedures, Standards, and Guidelines**

5.1 Employee should work with the Human Resources Office to determine eligibility and the appropriate forms required to apply for the benefit. Human Resources will review eligibility and the appropriate waiver form and forward to the Student Billing Office for application to the student account. If student is not a Commonwealth University student, Human Resources will forward the appropriate waiver form to the Student Billing Office at the PASSHE institution of enrollment.

## **6 Compliance and Enforcement**

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

## **7. Additional Information**

### **6.3 Supporting Documents**

- 6.3.1 [Include title of supporting documentation here.] [Link]



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### 6.4 History

7/1/1987 Originals Issued, Robert Parrish – Vice President for Administration  
2/2/2005 PRP's 6535, 6536, and 6537 combined into one comprehensive policy by GAC, Approved by Forum  
2/2/2005 Reissued Richard Rugen - VP for Administration  
4/26/2016 Recommended GAC  
4/26/2016 Endorsed Forum  
2/6/2017 Approved President Soltz  
4/21/2021 Recommended GAC  
04/21/2021 Issued as Interim PRP Claudia Thrush – VP for Administration & Finance

- 6.4.1 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- 6.4.2 Updated with administrative language update per CU Senate meeting 4/10/2025.
- 6.4.3 Next Review Date - [Date of Revision]

### 6.5 Related Policies - [Reference related policies]

### 6.6 Contacts for Additional Information and Reporting

Student Billing Office ([studentbilling@commonwealthu.edu](mailto:studentbilling@commonwealthu.edu)) and Human Resources.