

North Dakota State University

Policy Manual

SECTION 133.1 TUITION WAIVER – SPOUSE/PARTNER AND DEPENDENTS

SOURCE: NDSU President
SBHE Policy Manual, Section 820.3

The North Dakota State Board of Higher Education and North Dakota State University encourages the family members of benefited employees to pursue a program of continuing education. The spouse/partner and dependent tuition waiver is intended to help recruit and retain faculty and staff who can best perform or support the teaching, research and public service mission of the University.

1. The spouse/partner and dependents of regular, benefitted NDSU employees as defined in SBHE Board Policy 703.2 are eligible for the waiver.
 - 1.1 Dependents are defined as a child who is related to the employee as a natural child, a child placed for adoption, a legally adopted child, a child for whom the employee has legal guardianship, a stepchild, or a foster child, under the age of 26. Eligible dependents do not include the spouse of an adult dependent child.
 - 1.2 Partner is defined for purposes of this policy as same sex partners who have completed and filed a Declaration of Domestic Partnership <http://www.ndsu.edu/forms/> with the Office of Human Resources/Payroll.
 - 1.3 A spouse/partner or dependent who is also a regular, benefitted employee as defined in SBHE Board Policy 703.2 is only eligible for the educational benefit outlined in Section 133 (Educational Policy).
 - 1.4 A spouse/partner or dependent who is eligible for the graduate assistant tuition waiver or the cultural diversity tuition waiver are not eligible for this educational benefit. Other waivers may also not be awarded which may duplicate benefits.
 - 1.5 The spouse/partner and/or dependents must meet admission standards and register for classes through regular registration procedures.
 - 1.6 The employee must be actively employed two weeks prior to the first day of each semester for the spouse/partner or dependent to be eligible for the waiver.
2. The tuition waiver is 50% of the tuition for NDSU for-credit classes per spouse/partner or dependent.
 - 2.1 This policy is applicable to any degree eligible and remedial courses, regardless of delivery or instruction mode.
 - 2.1.1 Waivers cannot be used for third party provided curriculum where NDSU directly pays full or partial tuition collected to the third party, consortium programs such as the Great Plains IDEA consortium, or professional development courses which do not result in the award of college credit.

2.1.2 This waiver benefit is available on classes taken through the Tri-College University Course Exchange.

- 2.2 The maximum tuition waiver for the spouse/partner or dependent of more than one eligible employee is 50%.
- 2.3 Fees are not waived.
- 2.4 The tuition waiver applies to undergraduate, professional and graduate level classes.
- 2.5 Early Entry students are eligible according to the terms of this policy.

3. Procedure

- 3.1 A Spouse/Partner and Dependent Tuition Waiver application needs to be submitted to the Office of Human Resources/Payroll by the Monday two weeks prior to the start of classes for which the waiver is requested. The Human Resources and Payroll office will review to ensure the student is eligible as a spouse/partner or dependent of the benefitted employee. The Customer Account Services office will review the educational benefit for course and waiver exclusions, and will process the tuition waiver benefit. Given that conditions in this policy may change, it will be necessary to review the conditions of eligibility each term.
- 3.2 Proof of marriage, domestic partnership, and/or dependency may be required.
- 3.3 In accordance with federal regulations, the tuition waiver will be used as a financial resource and become part of the student's financial aid package. The Financial Aid and Scholarships office may need to adjust aid if the amount of the tuition waiver, along with other financial aid, exceeds the total cost of attendance.
- 3.4 The spouse/partner and dependent tuition waiver may not be received if the employee, spouse/partner or dependent has an overdue accounts receivable balance with the University.
- 3.5 In accordance with IRS regulations, the value of the tuition waived for graduate level classes will be considered taxable income to the employee. Federal, state and social security taxes will be deducted in a lump sum from the employee's last paycheck of the semester, or, at the employee's written request, deducted on a prorated basis throughout the semester.

HISTORY:

New	April 2002
Amended	July 2003
Amended	April 2005
Amended	October 18, 2010
Housekeeping	November 17, 2011
Housekeeping	July 29, 2013
Amended	March 23, 2014
Amended	November 7, 2014
Housekeeping	January 2, 2015
Amended	April 7, 2017