

**Q: What policy covers tuition waiver - spouse/partner/dependent and where can I find it?**

A: NDSU Policy 133.1.

**Q: What is the difference between a tuition waiver - faculty/staff and a tuition waiver - spouse/partner/dependent?**

A: A tuition waiver - faculty/staff is for employees; a tuition waiver - spouse/partner/dependent is for a spouse/partner/dependent. For tuition waiver - faculty/staff information, view the Tuition Waiver - Faculty/Staff FAQ's

**Q: When are the applications due to Human Resources and Payroll?**

A: Tuition waiver - spouse/partner/dependent applications are due on the Monday, 2-weeks prior to the start of class. Tuition waiver - faculty/staff must be submitted to and approved by Human Resources and Payroll prior to the beginning of class. Human Resources and Payroll will send out an email with the specific dates for each semester.

**Q: What happens if I miss the deadline for submitting a tuition waiver application?**

A: If an employee fails to submit the application on time, the employee's Vice President will have to approve the form before Human Resources and Payroll will process the application. It is the employee's responsibility to coordinate with their Vice President to receive their approval.

**Q: Can my spouse/partner/dependent receive a tuition waiver when taking Distance and Continuing Education courses?**

A: No, tuition waivers for Distance and Continuing Education courses are not included in the spouse/partner/dependent benefit.

**Q: Can my spouse/partner/dependent take a class at another North Dakota institution and receive the tuition waiver?**

A: No, the tuition waiver - spouse/partner/dependent only applies to courses at NDSU.

**Q: Can my spouse/partner/dependent take an online course?**

A: Yes, as long as the online course is not a Distance and Continuing Education Course.

**Q: My dependent just got married, can they still receive the tuition waiver?**

A: No, once a dependent gets married they are no longer eligible to receive the tuition waiver.

**Q: Are there age restrictions for dependents?**

A: Yes, the age of the dependent determines if they must be enrolled as a full-time student or if they have the option to be enrolled as a part-time student. There are no age requirements for a spouse/partner.

**Q: What are the age restrictions for dependents?**

A: If a dependent is age 22 or younger they can be enrolled as either a full-time or part-time student and still be covered by the waiver.

If a dependent is age 23, 24, or 25, they must be enrolled as a full-time student.

If the dependent is age 26 or older at the beginning of the semester they are not eligible for the waiver. If they turn 26 during the semester, they remain eligible until that semester ends.

**Q: How is full-time defined?**

A: A minimum of 12 credits per semester is required to be considered a full-time undergraduate or professional student. During the summer semester, undergraduate students must have 6 credits to be considered full-time and professional students must have 9 credits to be considered full-time.

Graduate students full-time status is 9 credits (5 credits in the summer).

To calculate the 12 or 9 credit hours needed to reach full-time status, any combination of class types can be used (i.e. Distance and Continuing Education courses). However the waiver will only apply to eligible courses. For example, a student can take 9 credit hours of undergraduate courses and 3 credits of Distance and Continuing Education courses to reach the 12, however the discount will not be applied to the 3 Distance and Continuing Education hours.

**Q: I have a "balances past due" on my account, will my tuition waiver application be processed by Human Resources and Payroll?**

A: The application will be held until the overdue account is paid. Once paid, the tuition waiver will be processed by Human Resources and Payroll. Employees/Students must contact the Bison Connection or Customer Account Services to resolve any disputes.

**Q: I'm a new staff employee that is still on probation. Am I eligible for the tuition waiver - faculty/staff and the tuition waiver - spouse/partner/dependent?**

A: An employee is not eligible to use the tuition waiver - spouse/partner/dependent until the probationary period has been completed. However, an employee who is still on probation is eligible for a tuition waiver - faculty/staff.

**Q: Can an employee use the tuition waiver - spouse/partner/dependent for classes offered through the Great Plains Interactive Distance Alliance (GPIDEA) program?**

A: No, courses offered through GPIDEA are not eligible for the tuition waiver.

**Q: Who do I contact if I have more questions?**

A: Contact Human Resources and Payroll at 701-231-6293.