

Q: What policy covers tuition waiver - faculty/staff and where can I find it?

A: NDSU Policy 133.

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 - spouse/partner/dependent information, view the Tuition Waiver - Spouse/Partner/Dependent FAQ's.

Q: When is the application due to Human Resources and Payroll?

A: Tuition waiver - faculty/staff must be submitted to and approved by Human Resources and Payroll prior to the beginning of class. Tuition waiver - spouse/partner/dependent is due on the Monday, 2-weeks prior to the start 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?

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: How many classes can an employee take per year?

A: An employee can apply for a tuition waiver of up to 3 academic classes per calendar year. There is no limit to the credit hours per class.

Q: Can an employee be released from work to attend a class?

A: Per NDSU Policy 133, an employee may be released from work for regular class sessions for one academic class per semester with approval of the employee's immediate supervisor and/or department head. Approval is granted only if the course time does not interfere with completion of the employee's essential job duties and the essential work of the institution.

Q: Can an employee take more than one class per semester and still get the tuition waiver?

A: Yes, however per NDSU Policy 133, the employee can only be released from work for 1 class. Any additional classes must be taken during non-work time, or through special arrangements with their supervisor/department head.

Q: What does the signature by Human Resources and Payroll mean?

A: The signature by Human Resources and Payroll means that the employee is eligible to use the tuition waiver. Supervisors and Department Heads are responsible for enforcing the policy's absenteeism guidelines for classes.

Q: Will Human Resources and Payroll enroll me in the classes I put on the tuition waiver application?

A: No, all students must enroll through normal admission/course enrollment methods.

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: Can an employee use the tuition waiver - faculty/staff 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 - faculty/staff.

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

A: Contact the Human Resources/Payroll Office at 701-231-6293.

Contact Us**Campus Mail:**

Human Resources/Payroll
SGC Building - Room H102

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