

Shepherd University

EMPLOYEE TUITION WAIVER POLICY

Full-time regular employees who have completed at least six months of service prior to the beginning of the semester for which a tuition waiver is requested, are eligible for tuition waivers of up to 6 credit hours. The tuition waiver benefit, for those who qualify, covers tuition but not other fees.

1. Eligibility of Employee:

- (a) To be eligible for an employee tuition waiver, a Shepherd University employee must have been in full-time (benefits eligible) status with the University for no less than six consecutive months by the first instructional day of the semester that the waiver is to be in effect.
- (b) To be eligible for the waiver, the employee must continue to be in active employment status as of the first instructional day of the semester of the waiver. If an employee is approved for a tuition waiver and leaves their employment before the first instructional day of the semester of the waiver, the waiver will be canceled.

2. Waiver Application Process:

For Undergraduate Classes

The following procedures are required of full-time faculty and staff to register for undergraduate classes covered by tuition waivers (up to 6 credits):

- (a) Complete an Employee Tuition Waiver Application Form.
- (b) Provide all information requested, including confirmation of employment eligibility from Human Resources.
- (c) Secure signature of immediate supervisor.
- (d) Return form to Registrar's Office promptly to best ensure course selection.

Those who are not currently enrolled who will be degree-seeking students must complete an application for admission in the Admissions Office. Special non-degree students should pick up the application and registration form in the Registrar's Office.

For Graduate Classes

Employees interested in a tuition waiver for graduate classes should complete the graduate tuition waiver form.