

Shepherd University

SPOUSE OR DEPENDENT TUITION WAIVER POLICY

1. Definition of Spouse or Dependent Tuition Waiver Benefit:

- (a) A Spouse or Dependent Tuition Waiver (“Waiver”) is a waiver of tuition that is applicable to all undergraduate enrolled students at the University.
- (b) Waivers are applied only to classes that are for baccalaureate degree credit.
- (c) The Waiver shall be for up to the cost of six credit hours per semester (fall and spring) and for not more than a total of eight regular semesters of enrollment.
- (d) Dual enrollment courses are not eligible for the Waiver coverage, nor are non-credit courses or graduate level courses.
- (e) Waivers for West Virginia residents will be made at the in-state rate. Non-state residents will receive Waivers at 150% of the in-state rate.
- (f) The Waiver benefit will be limited to eight semesters.

2. Eligibility of Employee:

- (a) To be eligible for a 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 be in active employment status as of the first instructional day of the semester of the Waiver.

3. Eligibility and Requirements of Beneficiary:

- (a) The beneficiary of the Waiver must be the legal spouse or dependent of the employee. A dependent is any person listed as a dependent on the employee’s Federal Tax Return for the preceding calendar year.
- (b) The beneficiary must enroll full-time (at least 12 credits in a semester) and maintain full-time enrollment to maintain eligibility.
- (c) The beneficiary must be a degree seeking student.
- (d) A continuing or transfer student must have a cumulative GPA of 2.0 or higher to be an eligible beneficiary. A student that is on disciplinary probation due to misconduct is ineligible for a Waiver while in probationary status.

- (e) The beneficiary must have a completed FAFSA on file with the Office of Financial Aid for the academic year of the Waiver application.

4. Waiver Application Process:

- (a) The application for the Waiver must be submitted by the employee to the Office of Human Resources by December 1 for each Spring Term and by July 1 for each Fall Term.
- (b) A copy of a marriage license or Federal Tax Return must be submitted to verify the spousal relationship. A copy of the employee's Federal Tax Return for the preceding calendar year must be submitted to verify the beneficiary's dependent relationship to the employee.
- (c) After the application deadline, the Office of Human Resources will verify the eligibility of the employees for this employee benefit and will then forward the Waiver applications to the Office of Financial Aid.
- (d) The Office of Financial Aid will determine the eligibility of the beneficiaries and will apply the Waiver to eligible beneficiaries' accounts.
- (e) All federal, state and private grants and scholarships are awarded in advance of Waivers under this policy. Beneficiaries cannot receive a combination of aid over the cost of required tuition through the use of this Waiver.