

Faculty/Staff Tuition Waiver Program Berea College and Eastern Kentucky University

Please Print or Type

Section I: Employee Information

Last Name _____ First Name _____ SSN _____

Address _____

Gender: Male Female Date of Birth _____ U.S. Citizen: Yes No

Marital Status: Married Single High School _____ Date of HS graduation: _____

College(s) attended _____	Date _____	Degree (if earned) _____	Are you in good standing? _____
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Ethnicity (check one): *This information is voluntary. It will be used for the purposes of institutional research and reporting only.*

- | | | |
|---|---|--|
| <input type="checkbox"/> Black Non-Hispanic | <input type="checkbox"/> American Indian/Native Alaskan | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> White Non-Hispanic | <input type="checkbox"/> Other _____ |

Section II: Course Information *Listing the course(s) is simply an indication of interest. Please consult the office of the Associate Provost (Berea, 985-3208) or the Associate Vice President for Academic Affairs-Enrollment Management (EKU, 622-2076) for registration information.*

Course No.	Course Title	Credit	Time	Day
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Course No.	Course Title	Credit	Time	Day
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Year: _____ Fall Short Term Spring Summer

This course is being taken for: Undergraduate Credit Audit

Section III: Employment Information

Dates of full-time, regular employment at home institution: _____

Department _____ Position Title _____ Office Phone _____

Enrollment in the selected course(s) will be scheduled during regular teaching or working hours: Yes No

If yes, it is agreeable with my supervisor that I make up time lost from work in the following manner: _____

Section IV: Signatures of Approval

Employee Date

Staff Department Head or Dean of the Faculty Date

Vice President Date

Human Resources/People Services Director Date

Berea College, Associate Provost Date

EKU, Associate Vice President for Academic Affairs- Enrollment Management Date

Guidelines

Tuition Waivers for Faculty/Staff

Eligibility:

An employee of Eastern Kentucky University whose status meets the requirement for participation in the institution's staff benefit program (i.e. retirement system, health insurance) or who is a permanent employee is eligible to participate in the faculty/staff tuition waiver program. Temporary or part-time employees of either institution are not eligible for a tuition waiver. If you have any questions about employee eligibility, contact the Division of Human Resources in the Jones Building, Room 205 or at 622-1327 or the Office of People Services in the Rustic Cottage or at 985-3070.

Applicability:

All courses at Berea College in which space is available at the time of registration are open to faculty and staff at Eastern Kentucky University and are offered for undergraduate credit only. Employees of Berea College may use a tuition waiver for any undergraduate course(s) for academic credit with the exception of some courses offered through the Community and Workforce Education Program. This waiver agreement does not include spouses or dependent children. Enrollment in this program is not to exceed six hours per term at Eastern Kentucky University for fall, spring, and summer and two credits at Berea College during those terms or one credit at Berea College during January Short Term. The waiver applies only to tuition and not to special course fees or other fees required for a course.

Scheduling:

When possible, employees are encouraged to take courses at times other than normal working hours. In the event of a conflict with working hours, the employee should make arrangements with his/her supervisor to make up the time or request time without pay. See Section III of this form. In the case of an employee from Eastern Kentucky University taking a course at Berea College, an automatic waiver of Berea's labor requirement will be in effect.

Procedures:

Individuals must complete a Faculty/Staff Tuition Waiver two weeks prior to the beginning of a class in order to earn academic credit. Submission of forms beyond that point will still be considered for audit status. Classes are available on a space available basis. The employee is responsible for obtaining all signatures in Section IV. Each department should keep a copy of this form on file for each employee. A copy of the executed form should be provided to either the Financial Aid Scholarship Office or to the Office of Community & Workforce Education for employees of Eastern Kentucky University or to the Office of People Services for Berea College employees.

Tax:

Participation in the Faculty/Staff Tuition Waiver Program may generate additional taxable income under the provisions of the federal tax code for graduate, professional, and doctoral level programs. Therefore,

- the course offering institution will provide a report to the chief personnel officer of the employing institution on all employees participating in the Faculty/Staff Tuition Waiver Program. The report shall designate the course number and whether the course is undergraduate, graduate, doctoral, or professional.
- the employing institution is responsible for withholding of the proper taxes and for reporting taxable income for all employees of the institution regardless of the institution where the course is taken.
- any tax liability incurred through participation in this program is the responsibility of the employee.
- in the event an employee withdraws or drops a class, taxation is applicable to the non-refundable portion of the tuition waiver.

By signing this document, the employee understands and accepts responsibility for all tax liability incurred as a result of this imputed income. Further, the employee agrees to comply with the policies and procedures set forth in the Schedule of Classes Booklet (i.e., the employee is responsible for the late registration fee, refund policy, and disenrollment and reinstatement fees) and those outlined in the Student Handbook of the institution at which the course is being taken.