

Guidelines

Tuition Waivers for Benefit Eligible Faculty/Staff – Non EKU Enrollment

Eligibility:

All full time benefit eligible Eastern Kentucky University employees (benefit eligible to include retirement and health) are eligible to participate in the faculty/staff scholarship program. Temporary, part time, and retirees as well as non-benefit eligible employees are not entitled to tuition waiver benefits. ***Tuition waivers may not be transferred to a legal spouse and/or dependent children for classes that are not taken through EKU.*** If you have questions about employee eligibility, contact the Scholarship Office at 622-8032. The office is located in the Whitlock Building, room 129.

Applicability:

Faculty/staff may use a tuition waiver for any course(s) for academic credit and for special interest courses that are directly related to employment responsibilities at EKU. A spouse or a dependent child may use the tuition waiver for academic credit courses only at or through EKU. The scholarship support is not to exceed six hours per term for fall, spring, and summer (18 hours maximum) for academic courses taken at other Kentucky public universities. The scholarship applies only to tuition and not to special course fees or other fees required for a course.

Tax:

Participation in the Faculty and Staff Tuition Waiver Program may generate additional taxable income under the provisions of the federal tax code for graduate, professional and doctoral level programs. Reference IRS Publication 970, section 11 “Employer-Provided Educational Assistance”.

Please note:

- EKU payroll office will periodically (usually after the last add/drop date) obtain reporting from each course offering institution for EKU employees attending elsewhere.
- Payroll will incrementally add the value of reported tuition to each employee’s gross earnings in five (5) installments in accordance with IRS regulation as noted above.
- Additional gross earnings may translate to more taxes and impact net payroll. Payroll cannot assist with estimating the impact. Please consult with individual tax preparer.
- Any tax liability incurred through participation in this program is the responsibility of the employee.
- In the event the employee withdraws or drops a class, taxation is applicable to the non-refundable portion of the waiver.

Scheduling:

Employees are encouraged to take courses other than normal working hours. In the event a conflict with working hours cannot be avoided, the employee should make arrangements with his/her supervisor to make up the time or request time without pay.

Procedure:

Individuals should complete a Faculty/Staff tuition waiver immediately after enrollment in a course(s). We request that all forms be into our office by end of the drop/add week of each term. Failure to do so could result in denial of the tuition waiver. Please note that payment of the tuition waivers at other college/universities is subject to that college/university’s deadlines and policies. The employee is responsible for obtaining all signatures required for utilizing this benefit. Likewise, the employee is responsible for immediately notifying the Scholarship Office of any changes to initial enrollment so that payroll can be notified to modify taxation as needed. Each department should keep a copy of this form on file for each employee. Keep in mind that a new tuition waiver request is required each semester for all classes.