

SECTION 400.33
TUITION WAIVERS

DEPENDENT TUITION WAIVER

The Staff and Faculty dependent tuition waiver will include a 50% tuition waiver at Lake Region State College covering all eligible dependents (child and spouse) of benefited employees. This will include students that are full and part-time on campus (LRSC or GFAFB campuses), dual credit, and online. The definition of dependent children will be the same as for receiving family health benefits. To be eligible, a family tuition waiver must be filed with the Human Resource Office prior to enrolling in a course or program.

FACULTY AND STAFF TUITION WAIVER

The North Dakota State Board of Higher Education encourages its employees to pursue a program of continuing education.

1. The Tuition Waiver Program is to provide an opportunity for an eligible employee to have the tuition waived for a course taken at any of the institutions of the North Dakota University System. Participation is voluntary and courses may be taken for career development.
2. All benefited employees are eligible to receive the employee tuition waiver. Benefited employees are defined as an employee, including probationary employees, who work at least 20 hours per week and 20 weeks each year.
3. The waiver or payment shall be limited to no more than three academic classes during each calendar year for NDUS undergraduate and graduate courses as outlined below.
 - a. For on campus face to face academic classes at an institution within the North Dakota University System, a waiver will be applied with students responsible for non-covered fees and class materials.
 - i. Employee must obtain initial approval from his/her immediate supervisor and/or department head and eligibility approval.
 1. Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.
 - b. For courses taken at another NDUS campus, other than the campus of employment, regardless of delivery type: a system-wide fixed 50% employer paid tuition assistance, with the employee paying the remaining 50% of tuition and 100% of all fees.
 - i. Employee must obtain initial approval from his/her immediate supervisor and/or department head and approval from Human Resources.
 1. Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.
 - ii. Employee must present a structured plan of study that relates to Lake Region State College career development.
 - iii. Employees must submit an approved "Tuition Waiver Request" form to the Human Resources Office.
 1. Tuition waiver requests approval will be granted subject to available funds.

- c. For approved courses taken from non-NDUS institutions or at the request of LRSC, the assistance shall be determined by the employer.
 - d. Employees may be released from work for one face-to-face class each academic term with approval of the employee's supervisor or department head; approval shall be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution.
 - e. This waiver does not apply to non-credit community or continuing education programs.
 - f. Lake Region State College will pay for a class once, if a passing grade is not received, the employee may have to pay the full tuition to retake the class.
 - g. Employees are enrolled in tuition waiver classes on a space-available basis. No classes will be created solely for employees receiving a tuition waiver.
 - h. An employee who has an overdue accounts receivable balance with any North Dakota State University System institution may not receive a tuition waiver.
4. Eligible employees taking a class for credit at Lake Region State College, with an approved tuition waiver, will have all fees waived, with the exception of CND, NDSA, program and course fees which shall be paid by the employee.
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History

Administrative Council Approved 07/28/09

Administrative Council Approved 09/03/14

Administrative Council Approved 07/07/15

Administrative Council Approved 06/27/16