

Emporia State University
Dependent and Spouse Tuition Waiver Program Criteria
Effective Fall 2012
Revised 02/01/2017

The purpose of the Spouse and Dependent Tuition Waiver Program is to provide an opportunity for spouses and dependent children of eligible employees to receive financial assistance for a course or courses taken at Emporia State University (ESU) while seeking an undergraduate or graduate degree. This program will provide tuition assistance only. All participants are required to pay all applicable fees.

The definition of each eligible group is provided below along with the general eligibility criteria. Also included is a section regarding application procedure. Please contact the Emporia State University Registration Office at 620-341-5146 with questions regarding eligibility.

General Program Definition and Eligibility

Application Periods:

Applications may be electronically submitted once the dependent or spouse has been accepted into a degree seeking program and has enrolled in classes. Applications may be submitted until the 10th day of class for fall and spring semesters, and by the first day of the enrolled class for the summer session. Exceptions to these time-frames may be granted at the discretion of the Office of Human Resources in partnership with the Budget Office, Registration and the Cashier's Office.

Eligibility:

Spouse – Any lawful spouse of an eligible employee of Emporia State University as determined on the first day of classes for each semester enrolled. A spouse is not eligible until the employee has completed at least 12 continuous months of benefits-eligible employment, or an academic year contract in the case of faculty. A Spouse who is also an Eligible Employee is not eligible for the Spouse Tuition Waiver Program provided the Spouse is eligible for tuition assistance as an employee of Emporia State University.

Dependent – Dependent is unmarried and a natural child, adopted child, stepchild or legal ward of an eligible employee and is 24 years of age or younger as determined on the first day of classes for each semester enrolled. No tuition assistance will be provided to any Dependent once the Dependent reaches 25 years of age as of the first day of classes for the semester enrolled. The Dependent may be claimed as a Dependent of the employee for income tax purposes based on IRS guidelines. In the case of a legal separation or divorce, a natural or adopted child or legal ward may participate regardless of which parent declares the child as a Dependent for income tax purposes. In addition, the Dependent must be a high school graduate or equivalent. A Dependent is not eligible until the employee has completed at least 12 continuous months of benefits-eligible employment, or an academic year contract in the case of faculty.

Eligible Employee - An employee appointed to a benefits-eligible position at Emporia State University. Employee is not eligible until one (1) full year of service in a benefits-eligible position as determined on the first day of classes for the semester first enrolled. For purposes of this program one (1) full year of service is twelve (12) months continuous employment relationship, or in the case of faculty, one (1) academic year. Length of service will be calculated by the Emporia State University Human Resources Office based on time in benefits-eligible positions at ESU and adjusted for leaves without pay and breaks in service.

Emporia State University
Dependent and Spouse Tuition Waiver Program Criteria
Effective Fall 2012, Continued
Revised 02/01/2017

Waivers:

Determination of Waivers – Waivers are determined based on the eligible employee’s length of service as follows:

ESU Length of Service	Maximum Percentage Of Tuition Waiver
1 year	20%
2 years	40%
3 years	60%
4 years	80%
5 years	100%

Other Criteria:

1. The Spouse/Dependent must meet ESU admission requirements and the admission requirements of the college or program to which he/she is applying.
2. The Spouse/Dependent must be accepted for admission prior to granting tuition waiver.
3. The Spouse/Dependent must be degree-seeking at ESU.
4. The Spouse/Dependent must meet the eligibility requirements above. The Eligible Employee and Spouse/Dependent must apply for participation in the waiver program **each semester**. The employee must provide proof of relationship with the initial application for the waiver program.
5. An ESU GPA attained prior to the first semester the Spouse/Spouse/Dependent enrolls in the waiver program will not be considered. The Spouse/Dependent must receive a minimum of a 2.5 GPA in each semester he/she participates in the waiver program to maintain eligibility for future participation.
6. If a Spouse/Dependent does not receive the above-mentioned GPA, he/she is ineligible for the waiver program until he/she attains the requisite GPA in a future semester (without the waiver).
7. If a Spouse/Dependent receives an “Incomplete” for a class or classes in a semester while participating in the waiver program, he/she is ineligible for the waiver for a future semester until he/she is assigned a grade for the class(es). The Spouse/Dependent must receive a grade for the “Incomplete” by the last day of the subsequent semester, and must have the requisite 2.5 GPA, in order to receive a waiver for the subsequent semester.
8. If a Spouse/Dependent withdraws from all classes in a semester while participating in the waiver program, he/she is ineligible for the waiver program until he/she attains the requisite GPA in a future semester (without the waiver).
9. A Spouse/Dependent who receives a tuition waiver will be responsible for payment of any and all fees, including campus privilege fee, library fee, and other mandatory fees, identified in the university Comprehensive Fee Schedule.
10. Classes must generate ESU credit hours at the time of enrollment. Workshop, community education, non-credit study abroad, other non-credit, and concurrent enrollment classes are not included.

Emporia State University
Dependent and Spouse Tuition Waiver Program Criteria
Effective Fall 2012, Continued
Revised 02/01/2017

Other Criteria, Continued:

11. In the event the employee ceases to be an Eligible Employee at ESU or a Spouse/Dependent ceases to be a Spouse/Dependent as defined above while a semester is in session, the tuition waiver for the Spouse/Dependent will continue only for that semester. No further waivers will be granted.
12. The Spouse/Dependent is encouraged to apply for any type of financial assistance for which he/she qualifies. Other institutional awards to the Spouse/Dependent will be applied consistent with University policy. Any questions regarding financial assistance should be directed to the ESU Financial Aid Office at 620-341-5457.
13. Tuition waiver may be subject to taxation to the Eligible Employee as earned or other income by the IRS. Employees are encouraged to seek tax advice from a qualified professional.
14. ESU reserves the right to deny tuition waiver if the Spouse/Dependent acts in a manner that undermines the spirit of this program. Appeals must be forwarded to the ESU Registration Office within 10 days of the denial.
15. The tuition waiver program may be modified, adjusted or eliminated as approved by the University President and/or the Kansas Board of Regents.
16. Individuals needing an accommodation for completing the tuition waiver process should contact Human Resources at 620-341-5379.