

# UIC POLICIES AND PROCEDURES

NUMBER  
506-01

MANUAL Human Resources	SECTION Benefits	PAGE 1 of 4
SUBJECT Tuition Waiver for Support Staff Employees	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

## PURPOSE

To communicate the availability of tuition waiver benefits for support staff employees and retirees, to define the criteria for determining eligibility of support staff employees and retirees for participating in tuition waiver benefit plans, and to clarify UIC policy relating to credit hours, courses, and waiver benefits and limitations.

## SOURCES AND BACKGROUND

University of Illinois Policy and Rules  
General Rules Concerning University Organization and Procedure

## APPLICABILITY

UIC employees in status appointments or in appointments designed to qualify for status and retirees who meet the conditions and eligibility for admission as prescribed by the UIC Office of Admission and Records. Employees must not be students employed under Civil Service Rule 250.70.

## POLICY

Eligible employees who have the approval of their employing department, are eligible for a waiver of tuition and service fees in regular courses and on-line courses at the University of Illinois not to exceed the following limits.

Percent time of appointment:	Credit hours eligible for per semester:
100%	11 (eleven) credit hours
50% - 99%	5 (five) credit hours

(Tuition and fee waiver eligibility is reduced by 50% during the summer session.)

With the exception of work-related courses, employees may attend no more than one course per semester during regular work hours and then only if the course is not offered outside of work hours. Excused absences with or without pay for full time employees taking work-related courses, i.e., those directly related to the employee's University work career and to the improvement of University services, may not exceed the amount of time required for eleven credit hours attendance per semester.

Employees may enroll without payment of tuition and service fees in regular or special courses, have tuition and fees prepaid by the employer for directed study courses, or receive a refund for courses at

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another institution provided that (a) their appointment is full-time or their enrollment is approved by the Chancellor, or a designee of the Vice President for University Administration employees or (b) they submit evidence of satisfactory completion of course(s) and, for refund courses, provide documentation of the amount of tuition and fees paid.

Retirees, including those who return to full- or part-time University employment, must meet the same eligibility requirements for admission to courses, but receive the same tuition and fee waiver benefits as full time employees except that campus verification of status replaces departmental approval.

Full-time "flex year" employees placed on inactive status during the academic break period remain eligible for tuition and fee waivers during non-work periods and receive the same tuition and fee waivers as those granted during the work period.

Employees on Special Leave may be granted waiver tuition and fees for work-related courses upon the recommendation of the head of the employing unit and approval of the Chancellor or the Chancellor's designee, providing that the employee gives a written agreement to remain with the University for a minimum of six months after returning to work or if the employee does not return, to repay the University for the total cost of tuition and fee waiver extended during their leave.

Employees who are laid off may continue to attend courses including refund courses in which they were enrolled before their layoff, but may not enroll in any new courses while laid off.

Employees who resign, are dismissed, discharged, or have their employment terminated lose their eligibility for tuition and fee waivers and may not continue to attend a special course. While they may continue in a refund course they will not receive a refund, and may continue in a regular course or work related course only upon payment for the course.

Status employees who have completed their initial probationary period may be granted a tuition waiver at other State Universities Civil Service System institutions that provide an inter-institutional tuition waiver as follows. Completion of the probationary period is not required if attending UIC.

Percent time of appointment:	Credit hours / courses eligible for per semester:
100%	6 (six) credit hours or two courses
75% - 99%	4 (four) credit hours
50% - 74%	3 (three) credit hours

Employees must provide service for not less than three-fourths (3/4) of the semester to be eligible for a

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tuition waiver. Service fees will not be waived.

## PROCEDURES

### RESPONSIBILITY

1. Employee
2. Department/Unit Head
3. Employee

### ACTION

Submits completed waiver request form via NESSIE (Life Events) for review and approval before enrollment at another State university that offers an inter-institutional waiver for tuition. NOTE: WAIVER REQUEST NOT NEEDED IF ATTENDING UIC; FINANCIAL AID VERIFIES VIA PAYMASTER.

As appropriate, discusses with supervisor a work-related course at other than a State-supported institution for possible reimbursement from department funds. Obtains appropriate departmental authority to attend and, following course attendance, submits evidence of course cost, payment made, and course completion.

For reimbursement requests, only, reviews waiver request to determine whether the courses which the employee intends to take are (a) related to the employee's work career and improve University services. May also need to determine if employee can be released during work hours, and, if so, whether a make-up schedule can be arranged, or whether the time is to be charged to vacation/personal leave or treated as an excused absence without pay.

Following course completion by an employee of a refund course approved as work-related, authorizes processing of an Invoice Voucher along with supporting documentation to a Human Resources Compensation Officer.

Attends courses at University of Illinois and

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#### 4. UIC HR Service Center

receives waiver of tuition and fees based on match run against Payroll by Financial Aid.

For attendance at other State institution, submits waiver request form via NESSIE to Human Resources Records Officer for verification of employment status and to receive an Inter-Institutional Waiver of Tuition form to submit to the other State institution.

Reviews Invoice Voucher and supporting documentation for a refund course, signs Invoice Voucher to acknowledge that documentation is consistent with University policy and forwards documents to Office of Business Affairs Voucher Approval Officer.