POLICY & PROCEDURE DOCUMENT

DATE: April 29, 2019

Policy for: Eligible Employees of Other Kentucky Post-secondary Institutions Taking Courses at WKU

Authorized by: University Cabinet

I. Purpose and Scope

As an institution of higher learning, WKU subscribes to the values of educational attainment for enriching the quality of life and equipping individuals to be productive, engaged and socially responsible. The intent of this policy is to encourage and support educational achievement across the Commonwealth while recognizing the fiscal responsibility of WKU. This policy describes the benefits and options whereby eligible employees of covered institutions are able to take courses at WKU with waived tuition or discounts.

II. Policy

A. Eligibility and Procedures for Waived Tuition or Discounts at Western Kentucky University

1. Regular full-time employees of qualifying institutions already enrolled in a degree program and in degree status as of April 26, 2018 are eligible for the tuition benefits described in this section. Full-time status is based on the definition assigned by the applicable institution. There will be no waivers for newly enrolled students with the exception of secondary education technical centers and baccalaureate degree-seeking students at Kentucky Community and Technical College System (KCTCS).

    Qualifying institutions are defined as: Eastern Kentucky University, Kentucky State University, Morehead State University, Murray State University, Northern Kentucky University, University of Kentucky, University of Louisville and Kentucky Community and Technical College System (KCTCS). Eligibility of Secondary Area Technology Centers is addressed separately.

2. Effective Fall 2019, eligible persons will be granted a waiver of tuition and mandatory fees for up to three (3) credit hours per semester (fall and spring) and up to 3 (3) credit hours during the Winter and Summer (May included) terms combined for a maximum of nine (9) credit hours per academic year until completion of the degree program which currently enrolled.

3   Separate provisions apply to eligible full-time employees of secondary area technology centers who, with prior administrative approval of the course offering institution, are eligible for a waiver of tuition and mandatory fees for up to six (6) credit hours per semester (fall and spring) and up to six (6) credit hours during the Winter and Summer (May included) terms combined for a maximum of eighteen (18) credit hours per academic year.

Prior to the awarding of any tuition benefits under this section, participating employees must complete the Free Application for Federal Student Aid (FASFA) available through the WKU Office of Student Financial Assistance to determine any eligibility for state or federal financial aid programs available to the participant The value of waived tuition shall not exceed the cost of tuition less any state or federal grants received which shall be credited to the account prior to any benefits from WKU.

B. Eligibility and Procedures Applicable to Employees of the Kentucky Community and Technical College System (KCTCS)

1. Effective Fall 2019, full-time employees of KCTCS who were enrolled in a degree program and in good academic standing as of April 26, 2018, are eligible for a tuition waiver for up to three (3) credit hours per semester or term (maximum of 9 hours per academic year), until completion of an undergraduate degree. These benefits are limited to one (1) baccalaureate degree.

2. Effective Fall 2019, eligible full-time employees of KCTCS may begin a baccalaureate degree program at WKU and be eligible for tuition benefits provided that the employee has completed an associate's degree. The participant shall be eligible for a fifty (50) percent discount on tuition and mandatory fees provided as a transfer scholarship through the WKU Office of Student Financial Assistance until completion of an undergraduate degree. These benefits are limited to one (1) baccalaureate degree.

C. General

1. In order to participate in the tuition waiver program, the qualified individual must meet general admission requirements and any specific program requirements of WKU.

2. Participants must maintain a minimum grade point average of 2.0. If the GPA falls below 2.0, the student will be ineligible to participate in the tuition waiver program until the GPA improves to the required level. (Note: Participants who are classified as "graduate" must maintain a minimum GPA of 3.0 in order to remain in good standing per WKU Graduate School policy.

3. Tuition benefits are not available under this policy for non-credit continuing or community education courses, WKU On Demand courses, overseas or study away programs nor to non-degree seeking persons. The program includes tuition and mandatory fees for eligible employees and courses, but it does not include course fees, student teaching fees and other similar fees.

4. Any tax liability incurred through participation in this program is the responsibility of the participant.

III. Procedure

1. A new tuition waiver form is required for each semester during which a course is taken. The approved form certifying employment and eligibility by the employing institution should be submitted to the Billings and Receivables Office by email at wku.tuition.waiver@wku.edu by the University's billing due date.

Approved: April 29, 2019

NOTICE: Please contact the Department of Human Resources (270-745-5360) or the Office of the Bursar (270-745-6381) for any updated information pertaining to reciprocal or other agreements that may be actively in place and that may modify any provisions of this policy.

Reference:
Policy change based on passage of HB 592 by the Kentucky General Assembly during the 2018 legislative session.