

Tuition Waiver

A. All IdahoPTV employees in PERMANENT positions may register for instructional courses during any academic period. State public Universities waive all costs except for a discounted, refundable registration fee per semester and a low cost per credit hour charge.

*Following are exceptions:

1. Courses listed as self-support or self-funded
2. Courses funded by local, state or federal grants special workshops
3. Classes conducted for which fees are being directly applied to compensate instructors, such as applied music, art, etc.
4. Correspondence courses
5. Noncredit and personal enrichment programs

This policy applies to day, as well as extended day and graduate courses, whether taken for credit or audit. Human Resource Services must approve these requests.

B. Employees may apply the fee waiver towards a maximum of nine (9) credit hours per semester.

C. The matriculation/application fee is waived for permanent employees.

D. The employee, with written approval of their supervisor or director, may either take ONE COURSE PER WEEK during regularly scheduled working hours OR during the lunch hour. Time spent in class must be made up within the same 40-hour week or charged to annual leave unless the course is job related.

E. Employees on leave without pay status (except for medical leave) are not eligible for the fee waiver benefit. If an employee enrolls with a waiver of fees and the employee subsequently resigns or terminates her/his employment prior to the end of the first eight weeks of classes, the employee must then pay the full amount of fees required for the enrollment. Summer school would be covered by this same regulation, with full fees required if resignation or termination occurs prior to halfway through the session.

F. An employee who makes any changes at registration or during drop/add to the classes she/he intends to take (i.e. night to day classes, adding classes, etc.) must complete a revised fee waiver form and submit it to Human Resources for approval and processing. The late application fee will not apply if the original request is received by the deadline for the semester.

G. An employee who violates the fee waiver policy will be asked to make the appropriate changes to comply with the policy and will also be denied the use of the fee waiver for her/him for the following semester. A \$50.00 late fee will be assessed for all fee waivers received in Human Resources after the deadline. The fee is nonrefundable and will be applied directly to the student's account. The final day to submit a fee waiver for a particular semester will be the date classroom instruction ends for that semester. Use the final date classroom instruction ends for intersession and summer courses.

H. Financial Aid award packages may be impacted by the reduced cost of attendance. Employees concerned about reductions in financial aid should contact the Financial Aid Office before submitting a fee waiver form. Employees interested in the fee waiver should come to Human Resources for the appropriate application form.