



45.008 Employee Education Benefit Program

Responsible Executive: Vice President for Finance and Business
Responsible Office: Office of Human Resources
Related Policy: NSU Administrative and Professional Faculty Handbook, page 22
Approved-On Date: March 3, 2009 General Counsel
March 30, 2009 Executive Cabinet
Effective Date: April 1, 2009
Revision Date:

Policy Statement

Norfolk State University encourages its employees to take the initiative in promoting their professional and scholarly growth.

Purpose

This policy provides all full-time employees with tuition waiver benefits and other instructional services in order to assist those individuals in pursuing their academic goals by affording them the opportunity to utilize the educational services available at Norfolk State University.

Procedures

This policy provides three different procedures depending upon the employee's purpose in utilizing the University's educational services. These are: (1) those employees requesting tuition waiver benefits for *work related* educational services; (2) employees requesting tuition waiver benefits for *non-work related* educational services; and (3) employees not requesting tuition waiver benefits but who are enrolled in classes during their assigned working hours.

A. Eligibility Requirements for all Tuition Waiver Benefits

1. All employees must complete a continuous 12-month period of employment in order to be eligible for the tuition waiver benefit program.
2. Eligible employees will receive a tuition waiver for up to six (6) credit hours per semester.
3. The waiver is for tuition only.
4. The eligible employee must pay all associated mandatory and/or non-mandatory fees.
5. The tuition waiver is non-refundable.
6. All waivers under this policy are charged at the in-state tuition rates.

7. The tuition waiver applies only to for-credit courses offered by Norfolk State University.
8. The tuition waiver benefit is not available for Summer Sessions.
9. The maximum credit hours per employee covered under this policy will be one half of the required course credits for graduation not to exceed 60 credits for undergraduate and 18 credits for graduate.
10. The tuition waiver will be withdrawn for any course with a grade less than a C or an incomplete.
11. Under this policy, if the employee drops or withdraws from a course(s) the employee is responsible for any required payment(s) of the course(s).
12. The tuition waiver will be canceled upon employment termination.
13. If employment termination occurs prior to the end of the semester, the employee is responsible for paying that semester's charges in full.

B. Work-Related Tuition Waiver Benefits Procedure

1. Employees must submit a formal request to participate in the tuition waiver benefit program to their supervisor (see Tuition Waiver Request Form).
2. If necessary, supervisors may develop a modified work schedule to ensure that the employee meets the required 40 hour work week.
3. Any modified work schedule must be signed by both the supervisor and employee, and approved by the Office of Human Resources.
4. All parties should receive a copy of the approved modified work schedule.

C. Non-Work Related Tuition Waiver Benefits Procedure

1. Employees must submit a formal request to participate in the tuition waiver benefit program to the Office of Human Resources.
2. Employees are required to meet the 40 hour work week.
3. If the 40 hour requirement is not met due to class attendance, the employee is required to submit the appropriate leave request form to the supervisor.

D. Employees Enrolled in Educational Classes During Assigned Working Hours Procedure

1. This procedure applies only to employees who are not utilizing the Tuition Waiver Benefit but are enrolled in classes during their assigned working hours.
2. Any employee who is enrolled in educational courses during assigned working hours must complete and submit a Tuition Waiver Request Form and must comply with items C.1 through C.3 above.