

Employee Tuition Waiver Policy

All benefited employees of Mayville State University shall be eligible for tuition waivers/tuition assistance not to exceed three academic for-credit classes per calendar year, subject to the limits and regulations defined below.

Eligibility

1. Employees must not have an overdue account
2. Employees will be actively employed as a benefited employee, as defined in SBHE Policy 703.2, on the first day of the semester.
3. Employee must be admitted for enrollment at the campus of enrollment and is responsible for registering for classes through regular admission/registration procedures.
4. The employee must complete the standard NDUS Employee Tuition Waiver or Assistance form, and have the properly approved form submitted by the prescribed deadline dates. See the tuition waiver form for chain of approval.

MaSU Courses Covered by Tuition Waiver

1. The waiver is limited to for-credit classes. For any approved MaSU course, 100% tuition and fees are waived except stated in (2.) below.
2. Materials, textbooks, supplies, application fees, course/class fees, program fees, CND and NDSA fees must be paid by the participating employee.

NDUS Courses Covered by Tuition Assistance

1. Tuition assistance is limited to for-credit classes per calendar year for non-MaSU courses.
2. Tuition assistance of 50% will be paid by MaSU. Employee is responsible for the remaining 50% of tuition and all materials, textbooks, supplies, application fees, mandatory student activity fees, technology fees, course/class fees, program fees, CND and NDSA fees.
3. Per SBHE 820.1, classes excluded from the tuition waiver and employer paid assistance include the professional programs of Law (JD) and Medicine (MD). Internships and study abroad/exchange are also excluded. Physical therapy and occupational therapy classes are not part of the medicine exclusion.
4. Courses must first be taken from MaSU (and therefore may be eligible for waiver) if available; if not available, the course may be taken at another NDUS school.

Limits and Regulations

1. When practical, courses should be taken outside working hours (or within an adjusted work schedule of equivalent hours if approved by supervisor).
2. Regularly scheduled work hours are not to be used for any activities related to course work (unless an adjusted work schedule of equivalent hours is approved by supervisor).

3. Employees may be released from work for one face-to-face class each academic term with approval of the employee's supervisor or department head; approval shall be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution. Employees will not be allowed release time from work for online courses.
4. Courses must be taken for credit/certification, and not audited (MaSU classes may be audited). Non-credit classes, seminars, and workshops are not eligible for tuition waiver/assistance.
5. No assistance will be approved which duplicates, in any part, another grant, scholarship, waiver or stipend currently in force or subsequently granted.
6. Courses taken from another NDUS school must be applicable to degree plan and be of benefit to the department/division/college.

Payments/Refunds

Per SBHE 820.1 tuition and/or fees owed by the employee must be paid by the payment date designated by the institution of enrollment in accordance with SBHE Policy 830.1. Failure to comply will result in the employee being subject to the institution's payment policy, including but not limited to late fees and registration and transcript holds. Refunds will be made in accordance with SBHE Policy 830.2. If course is not eligible for 100% refund, the course will be counted as a waived or assisted class under this provision.

Procedure

1. The employee is responsible for registering for classes through the regular admissions/registration process.
2. The employee must complete the Employee Tuition Waiver/Assistance Form, have it approved by their immediate supervisor and the chain of approval on the tuition waiver, and submit the form to Human Resources no later than the start of the term.
3. If a course is taken from MaSU or another NDUS institution, Human Resources submits the approved form to the Business Office Accounts Receivable. The Business Office will send the approved form to the appropriate NDUS institution.
4. Human Resources returns a copy of the waiver form to the employee for their records.

Reviewed: Fall, 2008

Revised: August, 2015

Sponsor: Vice President for Business Affairs