

IDAHO STATE UNIVERSITY
Employee and Spouse Tuition Reduction Benefit

INTRODUCTION

Section V. of the Idaho State Board of Education (SBOE) policies provides for reduced tuition for employees of Idaho's public universities and their spouses, as well as other agencies that fall under the jurisdiction of the SBOE. Eligibility is determined by each institution.

TUITION REDUCTION BENEFIT AMOUNTS

The tuition reduction benefit for eligible employees and their spouses requires payment of a non-refundable registration fee currently set at twenty dollars (\$20) per term and tuition of five dollars (\$5) per credit hour per term. Special class fees charged (lab fees for example) must be paid in full (without reduction) by the employee or spouse.

The reduced tuition benefit applies to academic and vocational classes. It may apply to classes providing continuing education credits provided the class has enrolled enough tuition-paying students for the course to continue and that space is available.

ELIGIBILITY

To be eligible for tuition reduction benefits, the employees must be employed by the University in a position that entitles them to full employee benefits and they must meet the following eligibility requirements.

- A. The employee must be employed at ISU by the first day of term classes and remain employed for more than half the term.
- B. Nine, ten, and eleven month employees or their spouses may take courses during the summer session, provided the employee has an employment contract for the previous semester and the following semester.
- C. For purposes of this benefit, a spouse is defined as a person to whom the employee is legally and lawfully married by the first day of term classes, according to the definition of marriage per the state of Idaho.
- D. In the case of the death of an employee, the spouse of the employee remains eligible until remarriage, at which time the benefits are no longer available.

- E. Student employees (including instructional assistants and graduate assistants) or their spouses are not eligible for this benefit unless the student employee is entitled to full employee benefits.
- F. Employees who have retired directly from ISU and their spouses are eligible for the tuition reduction benefit. Employees on leave without pay (except for approved medical leave) are not eligible for the tuition reduction benefit.
- G. Employees of the Office of the State Board of Education and the Division of Professional-Technical Education shall be treated as ISU employees for the purposes of eligibility.
- H. Employees (but not spouses) of other higher education institutions or of agencies under the jurisdiction of the SBOE are eligible for this benefit subject to the same provisions and interpretations as ISU employees, except that they are limited to six credit hours per semester and three credit hours per summer session at the reduced rate.

LIMITATIONS

- A. The employee's job duties and responsibilities at ISU must always be given first priority. In the event of conflicts between requests to take classes and the department's ability to provide services, management has the authority and responsibility to weigh the facts and approve, modify, or deny the request.
- B. An employee's supervisor and/or Dean/Director may authorize an eligible employee to register for up to six credit hours per semester and six credit hours during each summer session. Enrollment for the first six credit hours must be approved by the employee's supervisor and/or Dean/Director whether or not the class is during work hours; any time spent in class during work hours must be made up within the same 40-hour workweek or the time must be charged to annual leave. An eligible spouse may register for an unrestricted number of credits at the reduced rate.
- C. Eligible employees wishing to enroll in more than six credit hours per semester or summer session must obtain prior approval from their supervisor and/or Dean/Director, and the applicable Vice President. Approved additional courses beyond six credits must be taken outside of working hours. Enrollment in single courses that exceed six credit hours and are only offered during work hours require Vice Presidential approval.
- D. If the employee and/or the spouse of the employee enrolls using the tuition reduction program and the employee subsequently resigns or terminates employment before the end of the first eight weeks of semester classes or midway through a summer session and the employee or spouse chooses to remain in school, the employee and/or spouse must then pay the full amount of tuition required for enrollment.

APPLYING FOR THE BENEFIT

- A. The eligible employee is responsible to notify the Human Resources (HR) Office of his/her intent to enroll and seek the reduced tuition benefit. This is accomplished by completing an *Employee Tuition Reduction Authorization Form* (ETRAF), which is available on the Human Resources web page at: <http://isu.edu/hr/forms/>.

Employees must obtain appropriate management approval on the form and return it to the HR Office by the registration deadline for the term for which they are enrolling. The employee or spouse must present a copy of the authorized ETRAF to the Cashier's Office at the time of registration. If the employee or spouse is receiving financial aid, he/she must advise the Financial Aid Office (282-2256) that he/she is eligible for the ISU tuition reduction benefit.

- B. The Student Financial Accounting Office applies the authorized tuition reduction to the student's account and identifies the student as a recipient of the tuition reduction benefit, thus providing access through Banner to the Payroll and Financial Aid Offices.
- C. An employee who makes any changes at registration or during the add/drop period to the classes he/she intends to take (i.e., night to day classes, adding classes, etc.) must complete a revised ETRAF and submit it to the Human Resources Office for approval and processing. The supervisor and/or Dean/Director must approve this change. If the change increases the enrollment to more than six credits, the applicable Vice President must also approve the change.
- D. It is the responsibility of the Payroll Office to track and report to the IRS any tax reportable benefit that may be received from this tuition benefit.
- E. Supervisors, directors, and unit heads are responsible to ensure their organization meets all requirements and limitations of this policy. They must ensure their staffing needs are met without additional expense to the University while the employee is attending class. If approved at the supervisor level, the direct supervisor and/or department head shall provide a detailed analysis in the Employee Tuition Reduction Authorization Questionnaire, which is attached to the ETRAF, for any request to enroll in more than six credit hours per term. The information in the questionnaire will provide the management chain, including Vice Presidents, the necessary details to weigh the facts and approve, modify, or deny the request.

OTHER CONSIDERATIONS

- A. This educational privilege provides instructional and library privileges, but does not exempt the individual from paying special class fees, program fees, activity fees, late registration fees, etc.

- B. Audited courses have the same tuition and limitations under this policy as classes taken for credit.
- C. Financial aid award packages may be impacted by the reduced cost of attendance. If you receive financial aid in addition to the tuition reduction benefit, you must inform Financial Aid (282-2756) that you are eligible for reduced tuition. Employees concerned about reductions in financial aid should contact the Financial Aid Office before submitting a tuition reduction form.
- D. Reduced tuition benefits involve tax consequences for the employee. The federal government currently does not tax reduced tuition benefits for undergraduate courses. Tuition reduction benefits for employees enrolled in graduate courses are not taxed unless the amount awarded exceeds \$5,250 annually, which can be impacted by residency status. If the benefit exceeds the \$5,250 maximum, the employee will be taxed on the amount above the maximum threshold.

Spouses paying reduced tuition for graduate level classes will be taxed on the difference between the regular tuition and the reduced tuition amount. The taxable amount will be deducted from the employee's payroll check over the last four pay periods of each semester. Employees will receive a notice advising them of the amount of the added benefit prior to deduction from their check.

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**Idaho State University
EMPLOYEE TUITION REDUCTION AUTHORIZATION FORM**

LATE FEES WILL BE ASSESSED FOR TUITION REDUCTION PAYMENTS AFTER THE DEADLINE

Student's ISU ID Number _____ Semester _____ Year _____

Student's Name _____ Employee Spouse

Please circle which University the student plans to attend.		ISU	Uof I	BSU	LCSC	CSI	EITC
Course Number	Course Title	No. of Credits	Day(s) of Class	Class Time			

To be eligible for tuition reduction this waiver must be submitted to the Office of Human Resources prior to the add/drop date for the requested courses.

Before signing this form, please review the attached tuition reduction program.

Employee's Name: _____ Employee's Bengal ID: _____

Employee's Signature: _____ Date: _____

(Signature acknowledges all information is correct and I have read and understand the information detailed in the Employee and Spouse Tuition Reduction Benefit)

Department _____ Ext. _____

Supervisor's Name _____ Ext. _____
(Please Print)

Supervisor's Signature _____ Date _____
Supervisor/Dean/Director/VP approval is not required for a spouse who is registering for classes

Dean/Director Name _____ Ext. _____
(Please Print)

Dean/Director Signature _____ Date _____

Vice Presidential approval is required only when employee is taking more than six credit hours per term; please see the attached supplemental questionnaire for requests exceeding six credit hours.

Vice President's Name _____ Ext. _____
(Please Print)

Vice President's Signature _____ Date _____

HR Office Use Only: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> By: _____ Date: _____

Please return completed form and payment to the Cashiers Office, located in the Administration Building or mail to Cashiers Office, Mail Stop 8219

(This form is available on the Human Resources web site with instructions.)

EMPLOYEE TUITION REDUCTION AUTHORIZATION SUPPLEMENTAL QUESTIONNAIRE

Instructions: The direct supervisor and/or department head shall complete this questionnaire as a supplement to the attached Tuition Reduction Authorization Form for any employee who has requested enrollment in more than six credit hours per term. Please provide detailed analysis for consideration of the management chain, including your Vice President, that the following factors have been weighed in recommending approval of this request. Attach additional sheets or information as necessary. Management has the authority and responsibility to approve, modify, or deny the proposed course schedule based on the business needs of the organization.

1. FTE: Is the position full-time, part-time, 12, 11, 10, or 9 month appointment?

2. Type of Position: What is the position type and responsibility level? Is this a management level position? Does the responsibility level of the position require extended work hours that could come in conflict with class and study times?

3. Work Schedule: Does the position work regular shifts, rotating shifts, nights? How has management ensured that classes and study time will not interfere with the work schedule of the employee?

4. Performance Rating: What is the performance history and current rating of the employee? Has the employee proven to be a top performer while enrolled in classes previously?

5. Type of Educational Program: Does the employee wish to take classes in a program that will require future lock-step credit-hour commitments? Is the employee in an undergraduate vs. graduate level program? Academic vs. PTE program? Will the type of proposed education program and related time commitments have an impact on the employee's job performance?

6. Professional Development: Is the proposed educational program related to the employee's current job? How does approval of this program of study improve the knowledge skills and abilities in their current job, and/or make the employee a more likely candidate for future leadership roles within the unit?