

**University of Arkansas System Division of Agriculture
Tuition Waiver/Discount Policy¹ for Employees**

I. Eligibility

All full-time active employees, not on leave without pay (other than worker's compensation, military or family medical leave), who are employed within the Division as of the final day of regular registration for classes at a higher education institution within the University of Arkansas System, in any particular session or semester, are eligible, as well as the eligible employee's spouse, and dependent children (as defined by the Internal Revenue Service). Surviving spouses, who have not remarried, and dependent children of deceased employees, who died while in full-time employment of the Division of Agriculture are also eligible.

For employees hired after May 1, 2017, eligibility as described above shall begin following continuous employment in a full-time position with the Division for one complete fall or spring semester, unless the employee joins the Division directly from employment with another University of Arkansas System entity, in which case the employee will be eligible immediately, provided the employee meets the requirements of Board Policy 445.1.

II. Transferability

The tuition waiver benefit is available to any employee, employee's spouse, or employee's dependent children at any on-campus unit of the University of Arkansas System regardless of the site of employment. Waiver benefits are also applicable to web-based or distance education courses offered through any campus unit of the University of Arkansas System, including eVersity.

III. Extent of Waiver

A. Employees may take up to 132 undergraduate semester credit hours at any University of Arkansas System academic institution. Division employees shall designate one campus as the "employee's campus" for purposes of this policy. The tuition waiver/discount will only apply to the employee's designated campus, and the employee's designated campus shall remain the same for the term of employment, unless the employee's site of employment changes. The tuition waiver/discount available to the Division employee should be equal to the

¹ In accordance with Board of Trustees Policy 440.1 and UA Systemwide Policies and Procedures 445.1

waiver/discount available for undergraduate education on the designated “employee campus” that is available for employees of the designated campus. Employee enrollment at reduced rates shall not exceed eleven (11) semester credit hours per semester.

- B. Spouses and dependent children may take up to 132 undergraduate semester credit hours and receive a 50% tuition discount at the employee’s designated campus or 40% tuition discount at any other campus within the University of Arkansas System. A student may not receive discounts as both an employee and as a spouse or dependent child of an employee.
- C. Employees enrolled in a graduate degree program, when such program is a mutual benefit for the Division and the employee, will receive a tuition discount. The employee will only be responsible for 10% of the cost of tuition. The Division will pay the remaining costs of the tuition directly to the employee’s designated campus or to the employee as reimbursement. This discount may also apply when an employee takes an individual graduate course(s), if such course is needed for work performance and is a mutual benefit for the Division and the employee.
- D. Waiver benefits are applicable to tuition only. The employee will be responsible for all applicable fees. The waiver benefit is applicable to credit classes only.
- E. Employees continuously enrolled in a degree program at reduced rates under Board Policy 440.1 prior to May 1, 2017 will receive their original discount level as long as they remain continuously enrolled in the degree program. Continuous enrollment is defined as a degree-seeking student who completes at least three (3) credit hours in a given calendar year.
- F. This policy does not assume that release time from regular working hours will be automatically permitted. Release time is not a right but a privilege that is granted at the supervisor’s discretion. Many factors, including but not limited to, the employee’s performance, direct applications of the course work to the employee’s position, overall benefit of the course work to the employee and the Division, and maintenance of office hours and functions to the students, faculty, staff, and general public are considered prior to the granting of release time. All requests for release time must be approved by the authorized supervisor. Courses taken during working hours are limited to one course per semester not to exceed five (5) credit hours.