BALL STATE UNIVERSITY

EMPLOYEE UNDERGRADUATE TUITION REMISSION PROGRAM
(FOR SERVICE PERSONNEL**)**

The following conditions apply to all regular full-time service personnel and retirees who have been granted retirement status who meet the normal undergraduate admission requirements of the University and is admitted as an undergraduate student at Ball State University.

The eligible employee is entitled to a remission of 100% of basic tuition, student services fee, health services fee, recreation fee, online course fee, and the transportation fee.

1. An employee needing an Undergraduate Application for admission to the University must obtain the application from the website of the Office of Admission. The undergraduate application fee is waived for an employee.

2. An eligible employee may enroll for up to six credit hours per fall semester, up to six credit hours per spring semester, and up to six credit hours during any combination of summer terms. All Ball State classes are included in the credit hours limitations.

3. An employee is eligible for this benefit effective upon their date of hire into an eligible position. The official University start date each semester or summer term will determine eligibility to enroll in classes based upon the employee's date of hire.

4. An application for tuition remission under this program must be submitted on ServiceNow by no later than 5:00 p.m. the first day of classes of the semester in which the student is being enrolled and is not retroactive to prior semesters. This includes the first day of summer semester for all summer classes, regardless of the summer session for which the tuition remission is requested.

   After registration for classes is completed, the employee must submit the online ServiceNow. After approval by the supervisor, administrative head, and vice president of the area, this request is forwarded to Employee Benefits for final review and clearance. Requests received by Employee Benefits after the first day of the semester will not be accepted and/or approved for that semester.

5. The course(s): (a) must be taken outside scheduled working hours, or (b) an equivalent adjustment must be made in the employee's work schedule, or (c) the time away from work must be deducted from the employee's posted paid time off (PTO) balance, or (d) an equivalent adjustment must be made in the employee's pay. The supervisor will specify if option a, b, c, or d is applicable. An employee will not be permitted to register for more than one class for a maximum of four

(4) credit hours per semester or summer term during his or her regular work schedule.

6. The employee will be required to repay tuition remission if:

   A. The employee does not complete the course(s) in which he or she is registered (unless dropped during Drop/Add or cancelled prior to the start of the term).

   B. The employee does not achieve a grade of "C-" or above for undergraduate level courses or "Pass" for courses utilizing the "Pass/Fail" option. Any form of "W" as a grade is unacceptable. The signed Employee Undergraduate Tuition Remission Program Request Form that is electronically signed when submitted on ServiceNow will authorize the University to have access to the employee's course grade(s).

   C. The employee receives a mark of "Incomplete" ("I"), and it is not converted to a passing grade within one calendar year following the end of the term in which the course was taken or the date employment terminates, whichever is earlier.

   D. The employee withdraws from the University after the date specified for a 100% tuition refund according to the University's refund schedule.

   E. The employee voluntarily or involuntarily terminates employment prior to the completion of the term in which the course was taken, except on account of retirement, death, or disability.

7. An employee with any of the following may not use the Employee Undergraduate Tuition Remission Program: a past-due balance, a "Hold" on his/her University record, a delinquent account, a "Voluntary Payroll Deduction Loan."

8. The employee may not have the tuition waiver applied to the same course more than once (i.e., retakes, repeats). While some courses at the University are available for multiple total credits, tuition remission is not applicable for enrollment taken beyond course catalog recommended total credits.

9. Military personnel who are assigned for regular duty as members of the ROTC staff are eligible for tuition benefits during the duration of their Ball State University assignment. Paper application forms will need to be submitted for these individuals.

10. Under an approved unpaid Leave for Study, an eligible employee using the Employee Undergraduate Tuition Remission Program may enroll at Ball State University for up to eighteen (18) credit hours per fall semester, up to eighteen (18) credit hours per spring semester, and up to eighteen (18) hours during any

combination of summer terms for a maximum enrollment of fifty-four (54) credit hours in a 12-month period.

11. The Employee Undergraduate Tuition Remission Program does not apply during Personal Leave, Mutual Leave, Emergency Leave, or Extended Personal Sick Leave of Absence.

12. When an employee (with the exception of an apprentice trainee in the Skills Training Program) is requested by the appropriate administrative head to enroll in a course(s) which is/are directly related to the employee's assigned University responsibilities, the time away from work to attend class(es) shall be considered part of the employee's regular work schedule. Class attendance shall not take priority over the work to be performed except as outlined in the preceding sentence.

13. When an employee is eligible for remission of tuition for a given semester or combination of summer terms under only one of the following programs: the "Employee Undergraduate Tuition Remission Program" or the "Employee Graduate Tuition Remission Program," or the "Sixty Years or Older Policy."

14. Late fees or any other fees incurred by the employee are the responsibility of the employee.

15. Exclusions to the tuition remission policy are listed below:
    A. Study abroad
    B. I.E.I. (Intensive English Institute)

3/24/00
Rev. 07/22/11
Rev. 07/19/13
Rev. 07/17/15
Rev. 09/06/19
Rev. 09/15/23