

Christopher Newport University

Policy: Employee Tuition Waiver

Policy Number: 5060

Executive Oversight: Vice President for Finance and Planning/CFO
Contact Office: Human Resources
Frequency of Review: Biennially
Date of Last Review: December 2021

A. PURPOSE

Christopher Newport University is committed to providing a supportive and rewarding environment for employees and recognizes that the quality, responsiveness and professionalism of its workforce are inextricably linked to the University's achievement of its mission. The University acknowledges that professional development is integral to personal job satisfaction and workplace productivity.

B. POLICY STATEMENT

It is the policy of Christopher Newport University to provide tuition waivers to eligible full-time classified, instructional, and administrative and professional faculty for undergraduate or graduate courses offered for academic credit at Christopher Newport. The policy does not include audited courses, non-credit courses, individual lessons, private music lessons, books, or supplies.

An eligible employee may receive a tuition waiver for one (1) course, or one (1) course with the associated lab for no more than four (4) credit hours, during each regular semester, and one (1) course, or one (1) course with the associated lab for no more than four (4) credit hours, during the summer session. The annual value of tuition waivers, together with any tuition reimbursements, shall not exceed \$5,250.

If the employee withdraws before the end of the semester or session, receives a grade of less than "C," fails in a pass/fail course, voluntarily separates from employment or is involuntarily separated from employment prior to completing a tuition-waived course, the employee shall be required to pay the tuition and fees for the tuition-waived course.

C. PROCEDURES

1. Participation in the tuition waiver program is contingent upon admission as a non-degree or degree-seeking student by the University and compliance with academic requirements such as prerequisites.

2. To be eligible for tuition waiver, an employee must be continuously employed by the University for a minimum of one year prior to their application for a tuition waiver.
3. Employees taking courses must continue to work a 40-hour work week. For instructional faculty, courses may be taken only outside hours scheduled for teaching, advising and office hours.
4. An employee must obtain prior written approval from their supervisor, department head and the appropriate Vice President, Provost, or Chief of Staff on the tuition waiver Form AP-16 before presenting the completed form to the Office of Transfer Admission and Enrollment. The Office of Transfer Admission and Enrollment reviews the request with the Office of Human Resources to ensure eligibility requirements are met and the combination of tuition waivers and tuition reimbursements do not exceed \$5,250 per calendar year.
5. Once registration has been approved by the Office of Transfer Admission and Enrollment, a copy shall be forwarded to the Student Accounts Office which shall enter the appropriate credit adjustment to the employee's account.
6. A validated and approved copy of Form AP-16, filed in the Office of Transfer Admission and Enrollment, shall serve as the official authorization for the waiver of tuition and fees. Prior to census, each semester, the Student Accounts Office shall forward a listing of all employee tuition and fee waivers to the Office of Institutional Research for reporting purposes.
7. An employee may not be enrolled in any class section if a regularly enrolled student would be displaced. Waivers that have been fully approved will be final on the last business day before the first day of classes to ensure that no degree-seeking student is displaced.

D. APPROVAL AND REVISIONS

Approved By: President, January 12, 1996

Revision 1: Policy Committee, February 20, 2019

Revision 2: Policy Committee, December 1, 2021

E. NEXT REVIEW DATE: Fall 2023