6-902 Qualified Tuition Reduction Program

Revision Dates

6/19/2003, 11/21/2002, 9/24/1998, 1/11/1996, 6/12/1992, 12/14/1985, 3/12/1983 (adopted; effective 5/1/1983)

A. Policy

It is the intent of the Arizona Board of Regents to implement a Qualified Tuition Reduction Program under Section 117 of the Internal Revenue Code which allows eligible employees, their spouses, and eligible dependent children; eligible disabled employees, their spouses, and eligible dependent children; eligible retired employees, their spouses, and eligible dependent children; and spouses and eligible dependent children of deceased eligible employees, to enroll in courses of study at reduced tuition rates. This Qualified Tuition Reduction Program is reciprocal among the three state universities. Eligibility begins on the first day of employment.

B. Eligible Employees

1. All administrative, faculty, professional and classified staff employees, except graduate assistants and associates, who are currently employed at 50 percent time or more and whose employment is expected to continue six (6) months or more and their spouses and dependent children, are eligible to participate in the qualified tuition reduction program.

2. All retired administrative, faculty, professional and classified employees, and their spouses and dependent children, who were eligible for reduced tuition rates at the time of their retirement and have completed at least five (5) years of continuous, full-time employment in the Arizona university system immediately preceding retirement, who are receiving a retirement annuity under an Arizona university-sponsored retirement program and who are at least fifty (50) years old, and whose employment has not been terminated for cause by the university are eligible to participate

3. All university peace officers that have retired before age fifty (50) pursuant to the provisions of the Arizona Public Safety Personnel Retirement System but have completed five (5) continuous years of full-time employment in the Arizona University System immediately preceding retirement and their spouses and dependent children are eligible to participate.

4. All eligible administrative, faculty, professional and classified employees, on an approved leave of absence, and their spouses and dependent

children, are eligible to participate for the duration of the approved absence.

5. All employees, with at least five (5) continuous years of employment immediately preceding termination, who terminated employment based upon long-term disability, their spouses, and dependent children are eligible to participate. This benefit terminates if the employee ceases to receive long-term disability benefits.

6. In the event of the death of an eligible employee, retiree, or employee who terminated his or her employment based upon long-term disability, with at least five (5) continuous years of employment immediately preceding his or her retirement or disability, their spouse and/or dependent children may enroll at the reduced tuition rate. The spousal benefit terminates at the time a surviving spouse remarries.

7. Affiliated Units and Employees

   Employees of an affiliated unit, their spouses and dependent children may qualify for inclusion under the provisions of this policy, with the approval of the president or designee, if:

   a. The employee is a member of an ROTC unit; or

   b. an approved written contract exists between the university and the affiliated unit that expressly grants reduced tuition rates to employees of the affiliated unit.

8. Affiliated Participants

   a. Former employees whose positions have been eliminated through a reduction-in-force, their spouses and dependent children are eligible to receive tuition assistance at the rates specified below. The value of reduced tuition rates received by these affiliated participants is not tax exempt and the participant remains fully responsible for any tax consequence.

   b. Eligibility Requirements

      (1) Laid-off employees and their spouses and dependent children may continue to receive tuition assistance, at the reduced rate specified herein, for a period not to exceed twelve (12) months from the lay-off effective date. Laid-off employees and their spouses and dependent children may continue to receive tuition assistance for any semester or summer session when registration for classes has occurred

at least one day before the expiration of the twelve (12) month period from the layoff effective date. The laid-off employee must have been employed at least five (5) consecutive years at the university immediately prior to the effective date of lay-off and must have received a satisfactory or better performance evaluation. This option is not available to any laid-off employee who elects the buyout option under the reduction in force policy.

9. The term "dependent children" wherever used in this policy, means children eligible to be claimed as dependents for federal tax purposes and who have not reached age thirty (30) as of the first day of the semester for which the reduced tuition rate is granted.

C. General Guidelines

1. The waiving of fees under this policy does not include expenses such as library and laboratory fees, books, supplies and other special course fees. Also excluded from this policy are correspondence courses identified by each university.

2. This policy in not intended to limit the total number of credit hours an employee may take, however, credit hours taken in excess of the limits specified in this policy shall be paid for by the employee at the actual resident tuition rates for those hours.

3. Supervisory approval is required before employees may take classes during their regular work schedule.

D. Qualified Tuition Reduction Rates

1. All eligible employees and affiliated participants, as defined in ABOR Policy 6-902(B), (Qualified Tuition Reduction, Eligible Employees) and their spouses may register for one to nine (1 to 9) credit hours per regular semester or for one to six (1 to 6) credit hours per summer session at any institution under the control of the Arizona Board of Regents at the reduced tuition rate of Twenty-Five Dollars ($25.00), plus any laboratory or course fees.

2. All eligible employees and affiliated participants as defined in ABOR Policy 6-902(B) (Qualified Tuition Reduction, Eligible Employees), and their spouses who register for credit hours in excess of nine (9) per regular semester and six (6) per summer session shall pay the actual resident tuition for those hours over the stated cap.

3. Dependent children of eligible employees and affiliated participants, as defined in ABOR Policy 6-902(B) (Qualified Tuition Reduction, Eligible Employees), who register for one or more credit hours shall pay 25 percent of resident tuition plus any laboratory or course fees.

Policy History

3/12/1983 The Policy Manual was adopted by the Board to be effective 5/1/1983.

12/14/1985 Policy revision approved by the Board on second reading.

12/4/1987 Policy revision, including renumbering, approved by the Board on second reading.

6/12/1992 Policy revision approved by the Board on second reading.

1/11/1996 Policy revision approved by the Board on second reading.

9/24/1998 Policy revision approved by the Board on second reading.

11/21/2002 Policy revision approved by the Board on second reading.

6/19/2003 Policy revision approved by the Board on second reading.

Related Information

See 3/12/1983 meeting minutes.

This policy was originally numbered as 6-809 Special Registration Fees from its adoption in 1983 until 12/4/1987.