



**POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.2190

DIVISION: Academic Affairs

TITLE: Tuition Waiver Program for Part-time Faculty

DATE: September 19, 2016

REVISED:

AUTHORIZED: David D. Lee, Provost and Vice President for Academic Affairs

**I. Purpose and Scope**

Part-time faculty members are encouraged to enroll in university coursework to improve their knowledge and/or skills.

**II. Policy**

**A. Program Eligibility, Application, and Participation**

1. A part-time faculty member must first complete at least one semester/term of teaching a minimum of three credit hours before being eligible for the Tuition Waiver Program.
2. The Tuition Waiver Program for part-time faculty includes the full tuition and mandatory fees for courses taken, but does not include course fees, student teaching fees and other similar fees.
3. This program applies to all courses offered for credit, (including WKU On Demand, bi-term, summer terms and audit), but does not include non-credit continuing or professional development and courses offered through overseas programs.
4. For each semester/term in which a part-time faculty member provides at least three (3) credit hours of instruction, he/she will be eligible to have up to three (3) credit hours of tuition and mandatory fees waived in a subsequent semester/term.
5. Any tuition waiver benefit must be used within one year beginning the semester/term immediately following the semester/term in which the benefit was earned (see Section II.A.6. of this policy for additional limitations).

Example:

| Semester/Term<br>P/T Faculty<br>Taught | Semester/Term which waiver may be used<br>(in accordance with Section II.A.6.) |               |               |               |
|--|--|---------------|---------------|---------------|
| Fall 2015                              | Winter 2016  | Spring 2016   | Summer 2016** | Fall 2016     |
| Winter 2016                            | Spring 2016  | Summer 2016** | Fall 2016     | Winter 2017   |
| Spring 2016                            | Summer 2016**  | Fall 2016     | Winter 2017   | Spring 2017   |
| Summer 2016**                          | Fall 2016  | Winter 2017   | Spring 2017   | Summer 2017** |

\*\*includes the May term

6. Tuition waiver benefits are not cumulative. The maximum amount of tuition waiver benefits a part-time faculty member may be eligible for at any given time is three (3) credit hours.
  - a. In order to maximize this benefit, eligible part-time faculty should use any earned tuition waiver prior to the next semester/term in which he or she plans to teach.
  - b. Any earned tuition waiver, EITHER not used prior to the next semester/term in which an eligible part-time faculty member provides at least three (3) credit hours of instruction OR within the time-frame outlined in Section II.A.5. of this policy, will be forfeited.

Example:

An eligible faculty member provides at least three (3) credit hours of instruction during the Fall semester thus earning three (3) credit hours of tuition waiver benefit that may be used beginning the subsequent Winter term (see Section II.A.5).

Scenario 1:

If the same faculty member elects not to use the tuition waiver benefit (earned during the Fall semester) for the subsequent Winter term, and does not provide three (3) hours of instruction during the same Winter term, then he or she remains eligible to use three (3) credit hours of tuition waiver benefit for the subsequent Spring semester.

Scenario 2:

If the same faculty member provides at least three (3) credit hours of instruction during the subsequent Spring semester, AND elects to use two (2) credit hours of the tuition waiver benefit (earned during the Fall semester), then one (1) credit hour of the tuition waiver benefit is automatically forfeited. However, the faculty member will earn another three (3) credit hours of tuition waiver benefit that may be used beginning the subsequent Summer term.

Scenario 3 (for maximum use of the benefit):

If the same faculty member provides at least three (3) credit hours of instruction during the subsequent Spring semester, AND elects to use the full three (3) credit hours of the tuition waiver benefit (earned during the Fall semester), then the faculty member does not forfeit any of the previous earned tuition waiver benefit, and will earn another three (3) credit hours of tuition waiver benefit that may be used beginning the subsequent Summer term.

7. The *Tuition Waiver Program for Part-time Faculty* e-Signature form must be submitted to the Office of the Provost and Vice President for Academic Affairs by the following deadlines:

| Semester/Term  | Regular/Web   | On Demand     |
|----------------|---------------|---------------|
| Fall Courses   | August 15th   | November 30th |
| Winter Courses | December 15th | N/A           |
| Spring Courses | January 15th  | April 30th    |
| Summer Courses | May 1st       | July 31st     |

8. To remain eligible for the program, participating part-time faculty members must maintain a minimum grade point average of 2.0 for undergraduate courses and 3.0 for graduate courses, all based on a 4.0 grade scale.

**B. General**

1. Course fees, student teaching fees, and other similar fees are not covered under this program and will be the responsibility of the part-time faculty member.
2. The combined amount of all institutional tuition waivers and scholarships shall not exceed the total amount of tuition and mandatory student fees.
  - a. The tuition waiver shall be applied to the part-time faculty member's account prior to the awarding of an institutional tuition scholarship or financial aid.
  - b. The sum of the waiver, tuition scholarship or other types of financial aid shall not exceed the total cost of tuition and mandatory student fees.
  - c. The limits imposed by this policy do not affect institutional scholarships which cover charges other than tuition and mandatory fees.
  - d. Similarly, the limits imposed do not affect those part-time faculty members who receive external scholarships and/or student loans.
3. Part-time faculty members are not eligible to receive cash refunds based on the tuition waiver program.

**C. Tax Reporting and Withholding Requirements**

1. Under U.S. Internal Revenue Code, WKU is permitted to provide educational benefits to employees, but with different limitations and tax implications depending on the level of study.
  - a. All undergraduate course work is allowed to be considered tax-free and excluded from an employee's taxable wages.
  - b. For graduate course work, WKU is allowed to provide tuition waivers to employees on a tax-free basis, up to \$5,250 per calendar year. The value of tuition cost in excess of \$5,250 per calendar year will be added to employee taxable wages.
  - c. The applicable portion of taxable tuition waiver benefits will be added to employee taxable wages in February, May, September, and November for the Winter, Spring, Summer, and Fall terms respectively. This increase in

taxable wages will result in an increase of tax withholdings and a reduction in net pay. All employees are encouraged to track their education-related benefits for each calendar year and the payroll impact of such.

- d. Taxable educational benefits provided to eligible retirees beyond their last year of employment with WKU will be reported on IRS Form 1099.

### **III. Procedure**

- A. Part-time faculty are required to complete a new form each semester during which a course is taken. The Tuition Waiver form for Part-time Faculty can be accessed through WKU eSignature Forms at:  
<https://intranet.wku.edu/php/prod/wkuforms/source/WKUFORMSlist.php>.
  1. Part-time faculty will be required to enter their WKU ID under "Employee Information". The part-time faculty member's name, department (if applicable) and GPA will automatically populate once the form is validated.
  2. Course information will not automatically populate. Part-time faculty will need to supply the information requested in this section.
  3. Click the "Validate" button once all information has been entered. If the form contains no errors, the form can be submitted to the first approver (e.g. Department Head) by entering his or her email address ([include@wku.edu](mailto:include@wku.edu)) in the "Send to email address" field and then clicking "Send".
  4. For final approval, forms should be sent to the Office of the Provost at [vpaaptw@wku.edu](mailto:vpaaptw@wku.edu).
  5. Upon receipt and approval, the Provost's Office will send the form to the Bursar's Office to be processed and applied to the part-time faculty member's (e.g. student) account.
    - a. Tuition Waiver Forms submitted for WKU On Demand courses will be sent to WKU ON Demand Office for processing.
  6. The part-time faculty member will receive an electronic copy of the approved form from the Office of the Provost.

### **IV. Reasons for Revision**

### **V. Related Policies**

4.650V Tuition Waiver Program for Employees

1.218V Tuition Reimbursement for Full-time Faculty Members Pursuing Doctoral Degrees at Universities other than Kentucky Public Institutions