



## TUITION WAIVER PROGRAM

The Dominican University of CA (“DUC”) Tuition Waiver Program provides the opportunity for an eligible staff or faculty member, spouse/domestic partner, and/or dependent(s) to take a graduate or undergraduate class at DUC without tuition charge terms.

*THE TUITION WAIVER PROGRAM IS COMPLETELY SEPARATE AND DIFFERENT FROM  
THE TUITION EXCHANGE PROGRAM  
THE TUITION EXCHANGE PROGRAM IS FOR THE EMPLOYEE’S DEPENDENT(S) WHO MAY BE  
INTERESTED IN ATTENDING A UNIVERSITY OUTSIDE OF DOMINICAN*

### TUITION WAIVER PROGRAM QUALIFICATIONS

- Available for regular, on-going, full-time employees, working 30 or more hours per week after six months of employment. The Tuition Waiver will be pro-rated for part-time employees working 20 hours per week. Temporary employees are not eligible for this benefit.
- Staff is expected to register for courses which would meet at a time other than during regularly scheduled working hours. If a class is scheduled during working hours, attendance must be with the permission of the individual’s supervisor. It should be noted that the supervisor is under no obligation to grant this exception if in the supervisor’s opinion, it is not in the best interest of the University or causes undue hardship for the department. If work time is missed by a non-exempt staff member, it must be approved by the supervisor to be made up in such a way that no over-time pay is incurred.
- Eligible full-time employees receive tuition waiver up to a total of 17 units, and part-time employees receive tuition waiver up to a total of 6 units.
- Waiver can be applied to both undergraduate and graduate programs.
- Tuition Waiver does not mean that fees are waived. The student is responsible for all non-tuition charges, such as registration fees, books, supplies, or residence costs.
- Some classes may not be eligible for the tuition waiver program. However, the registration fee will be waived if the individual is only auditing a class, i.e., not receiving a grade or credit for the class. Tuition waivers do not apply to independent study or any other service for which the University would incur direct costs.
- Classes must have the current minimum enrollment or more of tuition paying students, and the recipient of the waiver may not exclude a paying student in classes with limited enrollment. This applies to both undergraduate and graduate programs.

## THE TUITION WAIVER FORM

The form can be found on the DUC Intranet or in the Human Resources (“HR”) office. Please follow these steps to enroll:

- A staff member is responsible for completing and submitting the form to HR each semester. If it is for a dependent to attend, please make sure the dependent signs the “Statement of Dependency” section on the form.
- The form must then be signed by a supervisor, to insure there is no possible conflict with the employee’s work schedule.
- The HR department will verify the employee’s eligibility; the HR Director will sign the form, and then forward it to the Business Services Office (“BSO”) for processing.
- We ask that form are submitted to HR a minimum of 2 weeks prior to the last add/drop class day.
- BSO will process the form, and send an invoice if appropriate. Forms received after the add/drop class date may be subject to late fees or finance charges.

## UNDERGRADUATE TUITION WAIVER vs. GRADUATE TUITION WAIVER

- Current federal law (per IRS code) considers **undergraduate classes** tax-exempt for the employee’s spouse or dependent(s).
- For a Spouse, Domestic Partner or dependent(s), the full value of the course work is taxable.
- Current federal law (per IRS code) requires that the value of all **graduate level** waivers be considered taxable income.

## ARTICLE 18 – TUITION REMISSION PROGRAM

- A. If an Adjunct Faculty member (unit employee) has taught at least one (1) credit-earning course in the last two (2) Academic Years, she/he will be entitled to participate in the University's Tuition Remission Program as follows:
1. Adjunct Faculty (unit employees) may enroll in as many courses as they have taught within the last two years (eligible enrollment period);\*
  2. Adjunct Faculty (unit employees) may enroll in no more than one credit-earning course per academic term;
  3. Adjunct Faculty (unit employees) may receive credit for that course if desired.
- B. Enrollment in the course must not displace tuition-paying University students. If the course does not run or if it is full, then the Adjunct Faculty member (unit employee) may select another course during his or her eligible enrollment period.

\*The eligible enrollment period is a rolling two-year lookback period that resets at the start of each semester. For example:

Teach 2 courses Fall 2016. Earn 2 course enrollment courses. These may be used Fall 2016, Spring 2017, Summer 2017, Fall 2017, Spring 2018, Summer 2018 or Fall 2018.

Teach 2 courses Fall 2016 AND 1 course Spring 2017. Earn 3 course enrollment courses. These may be used Fall 2016, Spring 2017, Summer 2017, Fall 2017, Spring 2018, Summer 2018, Fall 2018 or Spring 2019.