



## Policy 04:120 – Tuition and Fee Waiver

This policy establishes guidelines for administering the University’s educational benefit policy. Admission to the University must be obtained in order to receive educational benefits. Employees must be employed on the last day of classes to retain the full tuition waiver. If any employee terminates employment or is separated from the University during the semester, the tuition waiver will be prorated based on the last date of employment.

Eligible employees hired January 1 – June 30 will be eligible for the educational benefit the spring semester of the following calendar year. Benefit eligible employees hired July 1 – December 31 will be eligible the fall semester of the following calendar year.

An eligible employee may take one course per term during the employee’s normal working hours if the supervisor certifies that enrollment will not disrupt the work of the unit involved. Additional courses must be taken on the employee’s “own time” (e.g., before or after normal working hours or by using annual leave).

The percentage of tuition waived is specific to the level of coursework or student type:

Undergraduate or Graduate.

### **Undergraduate Tuition Benefit**

Regular full-time faculty and staff are eligible for full undergraduate tuition and fee waiver on a space-available basis.

### **Graduate Tuition Benefit**

Upon the Board of Trustee approval, regular full-time faculty and staff employees hired on or after 2/16/2024 will be eligible for tuition and fee waiver on a space available basis. Each semester, one graduate course will be at 100% tuition waiver and any additional graduate courses will be eligible for 50% tuition waiver. Fees are covered at 100%. Existing employees hired before 2/16/2024 will be eligible for 100% graduate tuition and fee waiver.

Regardless of the employee’s hire date, tuition and fees associated with doctoral programs are not eligible for an education benefit.

Retired faculty and staff with emeritus status or who were employed full-time for ten consecutive years or more are eligible for tuition and fee waiver for one course per term on a space-available basis.

All academic policies governing grades, withdrawal, academic integrity, etc., apply to current and retired employees enrolled in courses.

The [Tuition Waiver Form](#) is available from the Office of Human Resources and on the Human Resources page of the UM website.

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