



POLICY & PROCEDURE MANUAL North Dakota State College of Science

NDSCS Employee Tuition Waiver Policy

Source: NDSCS President

Applies to: All Benefited Employees

Purpose: The North Dakota State Board of Higher Education encourages its employees to pursue a program of continuing education.

Policy

General

Tuition shall be waived for University system employees employed on at least a half-time basis and as stipulated in SBHE Policy 820.3b Tuition waivers shall be limited to three academic classes during each calendar year.

1. For courses taken at the request of the employee, institutions shall waive or provide tuition assistance for benefited employees, limited to three approved for-credit undergraduate or graduate courses during each calendar year, in any combination of subsections as follows:
 - a. (Per SBHE Policy 820.3.b.i) For courses taken at the campus of employee regardless of delivery type: 100% tuition waiver is provided, with the exception of the CND, NDSA, program and course fees which shall be paid by the employee.
 - b. (Per SBSHE Policy 820.3.b.i) For courses taken at another NDUS campus, other than the campus of employment, regardless of delivery type: a system-wide fixed 50% employer paid tuition, with the employee paying the remaining 50% of tuition and 100% of all fees.

2. Employees may be released from work for one class each academic term with approval of the employee's supervisor or department head. Release time shall be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution. Release time may be granted only for the amount of time required to attend the regular class session. Field trips and outside activities are not included.

3. NDSCS shall record University System employee tuition waivers as an estimated reduction of the College's income and prepare an annual report showing the number and type of tuition waivers and dollar amounts.

References: SBHE Policy 820, June 1, 2015

Where to Obtain Additional Information

You may call the Human Resources Office at 701-671-2903, or email HR at ndscs.hr@ndscs.edu.

Approved by:



President's Signature

12-10-15

Date