



POLICY & PROCEDURE MANUAL

North Dakota State College of Science

Spouse and Dependent Tuition Discount Policy

Source: NDSCS President

Applies to: All Benefited Employees

Purpose: The North Dakota State Board of Higher Education allows campuses to adopt tuition discounts, which are consistent with the institution's mission. The spouse and dependent tuition discount is intended to assist in the recruitment and retention of employees who can best perform or support the teaching and public service mission of the College.

Policy

General

The North Dakota State College of Science will provide a tuition discount of 50% to spouse and dependents of benefited NDSCS employees, effective Fall 2003. The tuition discount can be applied to tuition for NDSCS classes; on-line classes and classes enrolled through Tri-College. The discount applies to in-state or out-of-state tuition-rate. The spouse and/or dependents must meet admission standards; register for classes through the regular registration processes and meet the Tri-College requirements (if taking class through Tri-College). The employee must be actively employed on the first day of each semester to be eligible for the discount. The maximum discount for the dependent of more than one eligible employee is 50%. Early entry students will be eligible according to the terms of this policy.

Definitions

Dependents are defined as those children qualifying as dependents under the NDPERS health insurance plan (25 years of age or under, who are not eligible under their own or spouse's employer insurance plan).

A spouse or dependent who is also a benefited employee is only eligible for the employee tuition waiver outlined in Section 504, Employee Tuition Waiver policy.

Guidelines

1. All benefited employees will be eligible for the Spouse/Dependent tuition discount; a probationary period shall not be required.
2. The employee must complete a Spouse/Dependent tuition discount form and submit the form to the Human Resources Office for processing. The discount request should be completed in advance of the beginning of each term in which the proposed coursework would be taken in an effort to facilitate proper notification of the impacted institutional operations.
3. Proof of marriage/dependency may be required.
4. This discount shall include tuition only and not fees, books, or equipment associated with the coursework.
5. In accordance with federal regulations, the tuition discount will be used as financial resource and become part of the student's financial aid package. The Financial Aid Office may need to adjust aid if the amount of the tuition discount, along with other financial aid, exceeds the total of attendance.
6. The spouse/dependent should apply for admission in conjunction with the tuition discount request. Dependents of NDUS employees, can apply for in-state tuition through Enrollment Services. Other financial aid and scholarship applications can also be completed at this time if applicable.
7. If a student is placed on academic probation, the spouse/dependent tuition discount is void and the spouse/dependent shall not be allowed to continue their education using a discount until the student is taken off academic probation by the Enrollment Services Office.

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

1-12-17

Date