



## Policy

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TUITION WAIVERS

DCB.820

EFFECTIVE DATE: SEPTEMBER 2019

REVISED: NOVEMBER 2024

SOURCE: [SBHE Policy Manual Section 820](#) AND [NDUS Human Resource Policy Manual](#)

### **NDUS Policy**

Employee tuition waivers, including student activity fees, may be granted for benefitted employees (Section 820 of the ND SBHE Policy Manual and Section 33 of the NDUS Human Resource Policy Manual). The waiver shall be limited to three academic classes during each calendar year. Employees may be released from work for one face to face class each academic term with approval of the employee's supervisor; approval shall be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution. This waiver does not apply to continuing education or other self-supporting programs, except as provided by institution policy. Each institution shall adopt a policy defining circumstances under which the institution will grant employee tuition waivers, within the limits of this policy, for credit courses offered through continuing education or other self-supporting programs.

### **DCB Campus Policy**

DCB may grant tuition waivers, but not fee waivers to DCB and other NDUS employees for courses offered through self-supporting programs such as distance education (i.e., online) and summer courses. Fees not waived include the technology fee, access fee, Campus Connection fee, NDSA fee, special course fees, and program fees. Also, each employee's supervisor is given the authority to determine if course enrollment will interfere with essential job duties or work of the institution. DCB and other NDUS employees requesting a tuition waiver and/or educational release time are required to complete the Educational Release Time Request form. This form must be signed/approved by the employee's supervisor and Campus Dean.

### **Spouse and Dependent Tuition Waiver Policy and Procedure**

The spouse and dependent children of benefitted employees of DCB shall receive a 50% waiver of tuition using the criteria outlined below:

- a. This waiver covers tuition only and does not cover fees or books.
- b. Benefitted employees who are the spouse or dependent child of another benefitted employee are not eligible for this waiver.
- c. Students using this waiver may not be eligible for certain scholarship programs offered through the college.
- d. Spouses may earn one associate degree, or up to 75 semester hours using this waiver.

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- e. Each dependent may earn one associate degree or up to 75 semester hours using this waiver.
- f. The student must be accepted for admission to DCB and make satisfactory progress as outlined in the academic progress requirements.
- g. This tuition waiver is applicable to distance education courses normally offered by the college such as online, IVN, and correspondence.
- h. The student must request the waiver prior to the tuition payment deadline. To request the waiver, student must complete the Dependent Tuition Waiver form and submit it for administrative action.
- i. The employee must affirm the spousal/dependent relationship.

Any application for this waiver found to be fraudulent will cause the waiver to be void and the student will be charged the previously waived amount