



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

Tuition Waivers

1. Policy Statement/Procedure Description

The University provides a range of educational benefits for full-time employees and their dependent children and current spouse. These benefits are available after the completion of their introductory period. The University provides tuition remission for current full-time employees and their dependent children (as established by federal tax guidelines) for approved courses of study.

Each person who enrolls in a course of study under the tuition remission program: (1) is subject to the same rules and regulations that govern all other students of the University, and (2) must have the required academic background for the desired course, and (3) must have the approval of his or her supervisor.

NOTE: An employee's enrollment cannot interfere with current job responsibilities and courses may not be taken during normal work hours. Also, employees seeking financial aid must complete a financial aid application and cannot have an outstanding balance on their University account. The University will not remit any refunds until the tuition waiver is applied.

2. Entities Affected

- Financial Aid
- Finance and Administration

3. Policy Owner/Interpreting Authority

Executive Vice President for Finance and Administration

4. Related Policies

5. Statutory or Regulatory References