



## Employee Tuition Waiver Guidelines for HPAE Employees

### Office of Human Resources

Employees are entitled to receive a tuition waiver for classes taken for credit at Rowan University.

**Full-time Employee:** An employee must be employed by Rowan University (Glassboro, Camden, CMSRU, or SOM campuses) on a full-time permanent basis prior to start of the semester in which the tuition waiver is being requested. Eligibility is also determined by bargaining unit employee is in.

**Credits:** Employees may take credits at any level: undergraduate, graduate, and doctoral. Under this program, employees are eligible for a maximum number of credits of support per semester depending on their union affiliation.

- HPAE– 12 credit hours per semester, not to exceed 24 annually

Annually refers to courses taken within the calendar year. Students may attend the Fall (September – December), Spring (January – May), or Summer terms. Summer session classes that start on or before July 1 are counted toward the previous Spring semester credit total. All Summer Session courses taken after July 1 are counted toward the subsequent Fall semester credit total. Students may also attend Winter Intersession courses with the credits counting towards the previous Fall semester. Only credits obtained at and from Rowan University will be supported by the tuition waiver.

Employees are responsible for any late fees assessed each semester.

**Selecting courses:** Classes must not interfere with an employee's normal workload and breaks may not be used to make up missed time. Employees are required to work a full work week as defined by their work week designation. Permission for an employee to attend classes during regular work hours is subject to the approval of the employee's supervisor according to department needs.

Time sheets must accurately record all time spent away from the office or workstation to attend classes during regular work hours. The employee's direct supervisor must approve the accuracy of the timesheet.

**Approval Process:** Once your application is submitted, it will automatically be sent to the proper supervisors for approval. After the application has gained all the necessary approvals, the application will be sent to Human Resources to review. Human Resources will process the application. Once the application has been approved by Human Resources, the information will automatically be sent to the Bursar to apply the waiver to your account.



Waivers are granted for approved courses only. In the event that the class is cancelled or the employee's course of study changes, the employee must notify Human Resources if enrolling in other courses for the semester.