

## **Employee Tuition Waiver FAQ**

### **Office of Human Resources**

#### **I. What is Employee Tuition Waiver?**

Rowan University offers a tuition waiver for classes taken at Rowan University (not medical schools) for employees of Rowan University (Glassboro, Camden, CMSRU, and SOM-Managerial, FOP, HPAAE, and Local 68 employees) employed on a full-time permanent basis prior to start of the semester in which the tuition waiver is being requested.

#### **II. Am I eligible for the Employee Tuition Waiver?**

Employee eligibility is determined by bargaining unit. Employee eligibility is subject to change according to negotiated agreements. All employees must be full-time permanent employees of Rowan University.

#### **III. Is there a limit to the number of courses I can take?**

Under this program, employees are eligible for a maximum number of credits of support per semester depending on their union affiliation.

- AFT/CWA/IFPTE/FOP/HPAAE/Local 68 – 12 credit hours per semester, not to exceed 24 annually.
- Managerial – Not to exceed 9 credit hours annually.

Annually refers to courses taken within the calendar year. Employees 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.

#### **IV. Will I be taxed on my Tuition Waiver?**

Tuition waiver/reimbursement is taxable (subject to current regulations). Please check with Payroll Services regarding tax questions.

#### **V. Is the Tuition Waiver benefit different for Managerial staff?**

Yes, while still eligible for the waiver, there are different requirements and amounts waived for managerial staff. Tuition waiver information for managers can be found [here](#). The managerial policy does not apply to any doctoral degree programs including M.D. or D.O. degrees/programs.

#### **VI. Do I need my supervisor's approval to take classes?**

Yes, all Employee Tuition Waiver applications must have the proper signatures before it can be approved. Once your application is submitted, it will automatically be sent to the proper supervisor(s) to be signed. Once all necessary signatures have been obtained, the application will be sent to HR for approval.

## **VII. What classes can I take?**

The tuition waiver can be used for courses taken at Rowan University at any level: undergraduate, graduate, and doctoral. However, managerial employees cannot use the waiver for doctoral courses.

## **VIII. I want to take classes at another university. Will I be reimbursed?**

Rowan University's Employee Tuition Waiver covers classes taken at Rowan University only. Please refer to your union negotiated agreement, or if managerial, the Managerial Tuition policy located [here](#).

## **IX. Can I take courses at Rowan College of Gloucester County or Rowan College at Burlington County?**

No, courses taken at/through our community college partners are not included in the Tuition Waiver program. Only courses taken at and from Rowan University are supported by the Employee Tuition Waiver Program.

## **X. What happens if I take a leave of absence or require a hardship/medical withdrawal?**

All leaves and withdrawals are handled according to the standard university policies for students.

## **XI. Where do I find the Tuition Waiver application?**

The Tuition Waiver application can be found in Self-Service Banner. From the Employee Dashboard, click on "Submit Electronic Forms". Under the Human Resources heading, you will find a link to "Tuition Waiver for Employees" which will take you to the application.

## **XII. Can I complete and submit all of my Tuition Waiver applications for the year on January 1?**

No, tuition waivers will only be granted for the current semester, so applications should be submitted individually prior to the start of each semester.

## **XIII. What happens if I leave my employment with the University while enrolled in a course?**

Eligibility requires that the employee still be employed through the Drop/Add period to receive the tuition waiver for the semester.

## **XIV. I am applying for a degree granting program. Does the Tuition Waiver cover the application fee?**

The Employee Tuition Waiver does not cover any fees associated with admission or entrance into the University.

## **XV. How does the waiver get applied to my account?**

Once an application is approved by HR, the information will be forwarded to the Office of the Bursar to apply the waiver to the employee's account.

## **XVI. Can I audit a class?**

Tuition Waivers can be used to audit a class as long as the Academic Affairs audit policy is followed. The policy can be found [here](#).