



UNIVERSITY PERSONNEL TUITION BENEFITS

Date Approved:
April 27, 2010

Procedure Owner:
Human Resources

Executive Sponsor:
Vice President of
Administrative Services

PROCEDURE

Eligibility

- I. Full-time employees become eligible for tuition benefits after six months of continuous employment.
- II. Spouses and children become eligible to receive tuition benefits when regular full-time University personnel have completed one year of service. Eligible dependents become eligible as long as they have completed 11th grade. University personnel previously employed with Church Educational System units may count that time toward tuition benefit eligibility. An employee who was terminated from BYU-Hawaii and rehired again will need to satisfy the six-month waiting period.
- III. Tuition benefits **will apply only** to the following BYU-H programs:
 - A. Regular credit classes
 - B. Credits purchased as a result of “challenging” a course or taking an exam for credit
 - C. Classes taken for official audit
 - D. Conferences and Workshops credit courses
 - E. Semester abroad (available only to spouse and children)
 - F. Attendance at the Jerusalem Center (available only to spouse and children)
 - G. Attendance at BYU-Idaho, BYU and LDS Business College
 - H. Online credit courses
 - I. Non-credit courses offered by Education Outreach to improve employee’s skills such as computer classes (not available to spouse and children)
- IV. Regular tuition benefits are limited to direct tuition costs and **will not apply to**:
 - A. Any non-credit course, except for III.I

- B. Fees
- C. Travel costs
- D. Fines
- E. Private lessons
- F. Education Weeks
- G. Independent study courses, unless taken toward attaining a degree

V. **University Personnel**

- A. Full-time personnel who have met the six-month waiting period are eligible for full tuition benefits. In order that job assignments or class work not be compromised, university personnel may not be full-time students. They may register for courses of study up to two classes per semester or one class per term and will not be required to pay tuition. Only a one hour class may be taken during their regular work hours. Personnel desiring to take a class during the employees' regular hours must be approved by their supervisor. If a class is more than one hour, a written request and an educational plan must be submitted and approved by the Director or Dean as well as the line Vice President. Under no circumstances is more than one class to be taken during the employee's regular work schedule. Administrative and staff personnel are expected to make up the time they are absent from work and be in compliance with applicable wage and hour laws. Lunch periods should not be used for class attendance.
- B. Faculty members not teaching or under contract to the University during Spring/Summer/First Terms may register for as many credit hours as their department permits without paying tuition. New faculty members may not generally register for classes before their regular appointment begins. An exception to this may occur with written approval from the Vice-President for Academics. University personnel on official leaves of absence may register for unlimited credits during the approved leave.
- C. Part-time, adjunct, on-call, and temporary personnel and their family members **are not eligible** for tuition benefits.

VI. **University Retirees.** University retirees may register for unlimited credit hours without paying tuition. Spouses and children of retirees will continue to be eligible for tuition benefits under the same provisions as family members of active University personnel.

VII. **Spouses of University Personnel.** Once spouses of full-time University personnel become eligible for tuition benefits, they may register for as many credits hours as a regular student without paying tuition.

VIII. **Children of University Personnel**

- A. Once children of full-time University personnel become eligible for tuition benefits, they may register for up to as many credit hours as a regular student is allowed and will pay only one-half the regular tuition amount. In situations where both parents are employed by BYU-H, the child will receive a total benefit of one-half tuition.
 - B. Benefits for children (regardless of marital status) will be limited to the time of the completion of the first undergraduate degree, completion of 152 BYU-H credit hours, or age 30, whichever occurs first. Credit hours available from testing for language credit, advanced placement credit, or transfer credit from other non-LDS Church-owned institutions will not count against the 152 BYU-H credit limit.
 - C. Children who are not legal dependents of University personnel (such as step-children not legally adopted and the children raised and supported by University personnel over a period of years) may be eligible for a tuition benefit. Factors to be considered include who has custody of the child; who has financial responsibility for the child; whether or not and how long the child has been living in the home of University personnel; and other sources of support. Children who are simply living in for a temporary period of time, such as foster children, are generally not eligible for tuition benefits. Each case will be reviewed by the President's Council.
- IX. **Spouses and Children of Deceased University Personnel.** Surviving spouses of University personnel (full-time or retired) who meet eligibility requirements at the time of death of the husband or wife will continue to be eligible for tuition benefits. Eligibility also continues in the event of remarriage. Surviving children of University personnel will continue to be eligible for tuition benefits on the same basis and with the same limits as other children of active University personnel.
- X. **Scholarships.** If eligible spouses or children are awarded a BYU-H scholarship, the tuition benefit will be applied to the cost of tuition first. Any money awarded by the scholarship above the cost of tuition will be awarded to the scholarship recipient, except that no funds in addition to tuition will be given in situations that would jeopardize the University's compliance with NAIA/NCAA rules.

BYUH RESERVES THE ABSOLUTE RIGHT TO DEVIATE FROM THIS POLICY