CHICAGO STATE UNIVERSITY

Chicago State University

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Tuition and Fee Waiver Handbook

Academic Year 2022-2023

Prepared by:

The Tuition and Fee Waiver Subcommittee for
the Office of the Provost

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Tuition and Fee Waivers
Academic Year 2022-2023

GENERAL POLICIES

A limited number of waivers, which pay for tuition and some fees, are available to eligible students through the Tuition and Fee Waiver Program. These awards are for students in degree programs and are a part of the university employee benefits package. The number of awards and dollar amount varies each year based upon the release of appropriated funds by the State of Illinois, budgetary limits approved by the Board of Trustees, and program need. Students and employees apply for these waivers each academic term based upon a variety of criteria. Waiver means the amount of revenue that Chicago State University intentionally relinquishes each fiscal year for the purpose of Tuition and Fees Waivers included in this handbook. The tuition and fee waiver reduces the tuition and/or fee charges for the student recipients. If after receiving an award, the student withdraws from a class or the university, a concurrent reduction in the amount of the award charged and/or granted to the student will also be made, which may result in the student owing the University money.

The CSU Board of Trustees approves the waiver allocated amounts for every waiver program each spring for the following academic year. The University President authorizes the waiver programs, which are subject to changes based upon available funds, program need and the eligibility of students.

Each academic year, the University's Tuition, Fee, and Waiver Committee meets to determine the waiver allocated amounts to be presented to the President for presentation to the Board of Trustees for approval. The waiver awards may be for partial or full tuition depending upon specific waiver criteria, available funds, the number of applicants, and/or program need. During the term, the student receives the waiver the in-state tuition rate will be charged, and amounts exceeding that rate may be the responsibility of the recipient if resources are limited at that time. Tuition and fee waivers are not for the purpose of paying past due bills nor do they generate a cash refund to students receiving the award. Applications must be submitted by the due dates (see below) for each term.

This handbook highlights the various programs authorized to issue tuition waivers. Other programs may be developed on an annual basis from special funding sources. Contact the Office of Financial Aid to learn about other financial assistance programs such as scholarships, grants, and loans. The categories for tuition and fee waivers may be expanded or reduced each academic term depending upon available funds and changes in the process for awarding waivers.

The waiver is applicable to all baccalaureate, graduate, and doctoral students except for professional degree programs.

Students

Tuition and fee waivers are available for both graduate and undergraduate students, as well as employees of the University. Employees enrolled in credit courses should review benefits associated with their employment through the Office of Human Resources.

The undergraduate and graduate student tuition and fee waiver is administered and issued through the Office of Student Financial Aid. These waivers are contingent upon student eligibility, such as: pending financial aid, enrollment status, degree seeking status, satisfactory academic progress standards, grade point average, available budgets, and/or specialized criteria. Fees such as health insurance, course fees, program fees, resident hall fees and miscellaneous fees are the responsibility of the students and are not covered by the fee waiver. Students receiving tuition waivers may be expected to participate in various programs and activities at the University throughout the year. Examples of activities include academic affairs, student affairs, alumni affairs, and Foundation activities. Students receiving waivers in some programs, such as the Illinois Scholarship Assistance Commission (ISAC) Special Education waiver that require participation in programs will be required to sign an agreement that delineates and determines the conditions of that participation. Students should review the specific requirements.

All students who are not full time CSU employees must apply for state and federal financial aid prior to being considered for the tuition waivers. Students must complete and submit a "Free Application for Federal Student Aid" (FAFSA) and, if selected for Verification, complete the Verification process, and submit any documentation required by the Office of Student Financial Aid. This application process will identify whether students are first eligible for other educational benefits.

Any undergraduate or graduate student who is awarded a tuition waiver will receive the in-state tuition rate during the time for which they receive the award. At any time if the waiver is lost or unavailable, the students' official state of residency applies. The tuition waiver does not change a student's residency category.

University Employees

Chicago State University Employees (civil service staff, faculty, and administrators) are eligible for tuition and fee waivers. They must meet all rules and regulations set forth by the University regarding educational benefits and

academic regulations, including admission and degree seeking or student-at-large status. All University employees not possessing a bachelor's degree and not admitted to a degree or certificate program are limited to a maximum of nine (9) semester hours of course work prior to their formal admission to a degree or certificate program. Civil Service employees submit an "Application for Civil Service Employee Education Benefits" and have their supervisor's clearance through the University's Office of Human Resources (203 Cook Administration Building, 773/995-2040, fax, 773/995-2569, hr@csu.edu or benefits@csu.edu). All other University administrators, staff and faculty submit their application forms to the Office of the Provost (308 Cook Administration Building, 773/995-2402). All employees must receive written approval from their chairperson/supervisor and college dean (where appropriate) to take tuition-free courses. The courses must not interfere with their regular assignments and responsibilities or be taken during regular work hours, including hybrid and online courses. See the special section pertaining to CSU employees for details. All employees must demonstrate successful completion of previous courses taken to continue receiving tuition waivers after the initial award.

APPLICATION DEADLINE

All individuals seeking waivers must apply by the end of the late registration period for any term. Waivers must be used during the term in which they are granted. Waivers are not for payment of outstanding balances or previous bills. Waiver requests will not be signed after the due date. If there are extenuating circumstances affecting the submission date, then a student may submit a written request for an exception to the Office of Financial Aid and a committee will review the request. Faculty and Administrators submit their requests to the Office of the Provost and Civil Service employees submit their requests to the Office of Human Resources. A committee will review the request and decide for employees. If the request is denied, then the student is responsible for full payment of any course costs and late fees associated with registration of the course covered by the tuition waiver. Any undergraduate or graduate student who is awarded a tuition waiver will receive the in-state resident tuition rate in effect during the time for which they receive the award. This does not change the individual's residency standing.

University employees eligible for waivers during the Intersession or Summer School submit requests by the first day class of the session in which the employee is enrolled. Tuition and fee waivers will be granted by the Office of the Provost or the Office of Human Resources after late registration of any term. All waivers must be used in the term in which they are awarded.

TUITION WAIVER CATEGORIES AND AWARDS

Statutory (Mandatory) Waivers

The Illinois Board of Higher Education (IBHE) defines 'mandatory' tuition waivers as those that an institution is required to offer by state of Illinois statute to students that meet specific parameters. The mandatory categories include Teacher – Special Education Grants; Reserve Officers' Training Corps (ROTC); Department of Children and Family Services; Partial Tuition Waivers for Children of University Employees; Senior Citizen Courses Act; Honorary; Illinois Veteran Grants; Illinois National Guard Grants; MIA/POW.

Special Education Tuition Waiver

This award is for individuals admitted into the Special Education program within the College of Education and designed to strengthen teacher education. Contact: Financial Aid, Cook Administration Building 207, (773/995-3547).

Criteria:

- U.S. citizen and Illinois resident;
- Illinois high school graduate; ranking in the top 50% or possess valid teaching certificate that is not in the discipline of special education;
- Must take courses to prepare to instruct children with disabilities; and
- Must contract with Illinois Scholarship Assistance Commission (ISAC) to teach special education for five years after graduation.

Reserve Officer Training Corp (ROTC)

This program is limited to individuals enrolled in the ROTC program. Commitments to the military during and following enrollment and graduation from college are required. Contact: Veterans Affairs, Cook Administration Building 207, (773/995-3549).

Criteria:

- Enrolled in ROTC;
- Illinois Resident;
- Must take annual examination;
- Eligible recipients must receive the highest grades with evidence of leadership ability; and
- Completed the prior scholastic courses in which the eligible recipient is to enroll.

Wards of Department of Children and Family Services

20 ILCS 505/8. Youth who have been designated wards of the State of Illinois are eligible for this waiver of tuition and mandatory fees. Documentation from the State Department of Children and Family Service will be required to prove eligibility. Contact: Financial Aid, Cook Administration Building 207, (773/995-2304). (continued)

Criteria:

- Selection is made by the Illinois Department of Children and Family Services;
- Selection is based on academic achievement, aptitude, and general interest in higher education; and
- Maintain a scholastic record acceptable to the university [Continued participation dependent upon satisfactory academic progress (SAP) towards graduation].

Children of University Employees

Partial Tuition Waivers for Children of University Employees (110 ILCS 305/7f, 660/5-90, 665/10-91, 670/15-90, 675/20-91, 680/25- 91, 685/30-90, and 690/35-90): Public university governing boards must offer fifty percent tuition waivers for undergraduate education to the children of employees who have been employed by the granting university and/or any public university in Illinois for an aggregate of at least seven years. Contact: Human Resources, Cook Administration Building 203, (773/995-2040, fax 773/995-2569, hr@csu.edu or benefits@csu.edu).

Criteria:

- Children of public university employees;
- Employee employed minimum of seven years;
- Children of deceased employees;
- Child under 25 at commencement of academic year;
- Must qualify for admission to Illinois public university; and
- Continued participation dependent upon satisfactory academic progress (SAP) towards graduation.

Senior Citizens

Senior Citizen Courses Act (110 ILCS 990): Contact: Financial Aid, Cook Administration Building 207, (773/995-2304).

Criteria: This act provides opportunities for financially disadvantaged senior citizens, over the age of 65 and Illinois residents at the commencement of the academic period in which the waiver takes effect, to enroll in public institutions of higher education in Illinois. This does not include payment of fees. Limited to persons whose annual income is less than the threshold amount in the Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistance Act. The University allows individuals who qualify for benefits listed under the Senior Citizens Disability Pension Tax Relief and Pharmaceutical Act to receive a tuition waiver when they meet the following criteria:

- Individuals with an annual income less than the threshold amount in the Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistance Act;

- Individuals meet the entrance requirements for admission as well as any course or program prerequisites; (continued)
- Student activity and other course related fees may not be waived and will be paid by each senior citizen registrant.

INSTITUTIONAL/EMPLOYEES:

Faculty, Civil Service and Administrators/Other Professionals Faculty/Staff/Administration

Contact Person: Faculty/Administrators/Other Professionals, see the Division of Academic Affairs, Office of the Provost, Cook Administration Building Room 308, (773/995-2402); Civil Service: See the Office of Human Resources, Cook Administration Building Room 203 (773/995-2040, fax 773/995-2569, hr@csu.edu or benefits@csu.edu).

Criteria:

- Educational benefit for Faculty/Civil Service and Administrators/Other Professionals,
- Full-time employees who are eligible to receive full benefits;
- Part-time employees (at least half-time) who are eligible to receive benefits can receive waivers on a pro-rated basis based upon their employment;
- Civil service employees are eligible after their probationary period has ended. All other employees are eligible after being employed for six months or one semester, if hired on an academic appointment;
- Civil Service employees are eligible for courses based upon a formula. All other employees may take up to six (6) credits per semester (includes special session courses) and three (3) in the summer.
- Renewal of awards may be subject to the employee documenting successful completion (C or better) in the course(s) taken.
- Tuition and mandatory fees are paid based upon policy (see the full policy); and
- All employees must schedule courses around work periods and must make academic progress as defined in the full policy.

CSU Graduate Assistant Waiver

Individuals seeking their first graduate degree from CSU are eligible for this waiver. They can hold a graduate degree from another institution but none from CSU. The awards are renewable for up to two years. Academic program waivers are distributed by processes determined within each college, but graduate assistants must participate in research opportunities. Contact Person: Chairperson of the graduate program in which the student is enrolled or department offering graduate assistantship. The waiver covers tuition and mandatory fees for up to six hours of coursework, but it does not cover health insurance or U-PASS.

Criteria:

- Graduate student, holds at least a B.S/B.A. degree; (continued)
- Be admitted as a full-time graduate student and enrolled in a graduate degree program with minimum GPA of 3.0.
- Maintain 3.0 GPA each term.
- Demonstrate ability to perform requirements of job description, attend graduate assistant orientation and participate in required research and service activities.

STATUTORY WAIVERS

Civil Service Undergraduate

Civil Service Regulations provide guidelines on eligibility for this award. It, however, is limited to employees at state universities and is not open to all state civil service workers or those at community colleges.
Contact Person: Human Resources, Cook Administration Building 203, 773/995-2040, fax 773/995-2569, hr@csu.edu or benefits@csu.edu.

Criteria:

- Civil Service Employee;
- Employed at a State University or Illinois Scholarship Assistance Commission, or
- Retirees from a former Board of Governors University.

Civil Service Graduate

Civil Service Regulations provide guidelines on eligibility for this award. It, however, is limited to employees at state universities and not open to all state civil service workers or those at community colleges. There may be a limit on the number of advance or graduate degrees an employee may earn through the benefits program. Demonstration of meeting graduate level academic performance ('B' average) is needed for renewal of the tuition waiver. This policy is subject to change. Employees should confirm continuing eligibility with the Office of Human Resources.
Contact Person: Human Resources, Cook Administration Building 203, 773/995-2040, fax 773/995-2569, hr@csu.edu or benefits@csu.edu.

Criteria:

- Civil Service Employee;
- Employed at a State University or Illinois Scholarship Assistance Commission, or
- Retirees from a former Board of Governors University.

Cooperating Professionals

This award is limited to individuals who have received a CSU College of Education or College of Arts and Sciences student in their classroom, or to a

College of Pharmacy or College of Health Sciences preceptor. The college certifies the eligibility of the individual to receive the award.
Contact Person: For students in the College of Education, contact the Office of Community Outreach and Field Placement, College of Education, Education Building Room 322 (773/995-2570). For students in Counseling, please contact the Chairperson, Department of Psychology, HWH 328, (773/995-2394). For students in Social Work, please contact the Department of Social Work, SCI 116A (773/995-2207). For students in the College of Pharmacy, please contact Dr. Charisse Johnson, DH 3090 (773/821-2587). For students in Health Studies, please contact the Department of Health Studies, DH 127 (773/995-2512). For students in Occupational Therapy, please contact the Department of Occupational Therapy, DH 132 (773/995-3992). For students in Nursing, please contact the Department of Nursing, BHS 200A (773/995-3992). For students in Health Information Administration (BHS 424), contact the department at 773/995-2366.

Criteria:
- Recipient must have a bachelor's degree;
- Employed in a local elementary or secondary school district;
- For every fifty (50) hours that Chicago State students are classroom observers, the school is given one three-hour credit waiver to distribute;
- For every two (2) Chicago State students assigned to a classroom as tutors or teacher aids, the classroom teacher receives one three-hour credit waiver that is transferable to another teacher at the same school [but not to another individual]; and
- For every one (1) Chicago State student assigned to a classroom as a student teacher, the classroom teacher receives one three-hour credit waiver that is transferable to another teacher at the same school [but not to another individual.

Gender Equity in Intercollegiate Athletics
110 ILCS 205/9.24. As a NCAA member institution, CSU is eligible to award female athletes tuition waivers based upon their team membership status. Award includes partial tuition waiver. Awards are issued through the Athletics Department. During the period, the student athlete competes and receives an award, the in-state tuition rate applies.
Contact Person: Compliance Officer, Athletics Department, Jones Convocation Center Room 1502, (773/995-2295).

Criteria
- Female athlete enrolled at CSU and active on a sanctioned sport/team;
- Sport sanctioned by NCAA; and
- Eligible for participation based on NCAA Division 1 – AAA Criteria.

DISCRETIONARY (INSTITUTIONAL) WAIVERS

The Illinois Board of Higher Education (IBHE) defines 'Discretionary' tuition waivers as those that an institution grants based on University criteria. These are in the following categories: faculty and staff, student talent or merit, student need, and student service:

- Faculty and Staff: discretionary waiver awarded to public university faculty, staff or other employees or their dependents – faculty and administrators, civil service – university employees, civil service – inter-institutional and related agencies, retired university employees and children of deceased employees;

- Student Talent or Merit: discretionary waiver awarded to students based on talent in a particular field, academic merit, or special status – academic or other talent, athletic, gender equity in intercollegiate athletics, study abroad students, out-of-state students, foreign students, and fellowships;

- Student Need: discretionary waiver granted to students demonstrating financial need – financial aid, special programs; and

- Student Service: discretionary waiver granted to students to support the university mission, goals, and objectives through participation in outside contracts; graduate or undergraduate research, teaching or other assignments; training or grant programs, external internship programs; clinical portions of degree programs conducted at other institutions; or other student experiences – cooperating professionals, research assistants, other assistants, contract/training grants.

The Talent Tuition Waiver

The Talent Tuition Waiver is awarded to undergraduate students who display a talent, aptitude, skill, or ability. These awards cover the tuition only and are renewable on an annual or term basis depending upon the specific criteria for each talent area. During the term for which they receive the award, all students will be charged the in-state tuition rate.

The following areas are included within the Talent Tuition Waiver: Art, Music, Honors College, Presidential Scholars, Provost Awards, Athletics and Leadership.

To be eligible for a Talent Waiver, a student must enroll in at least 12 credit hours in a long term, be a degree seeking student (admitted and enrolled in a degree program), must have completed and submitted a "Free Application for Federal Student Aid" (FAFSA) and, if selected for Verification, complete the Verification process and submit any documentation required by the Office of

Student Financial Aid, including the Free Application for Federal Student Financial Aid (FAFSA. Applicants may not turn down any other tuition scholarship and must maintain a minimum 2.5 cumulative grade point average. Please refer to the criteria listed below or in the program area sponsoring the waivers because some waivers have additional requirements and/or a higher grade point average for eligibility and maintenance of the waivers.

Final decision for awarding Talent Waiver rests with the Director of Student Financial Aid after consultation with the program area for which an award is offered.

Athletics Talent Waiver

As a member of the Western Athletic Conference (effective July 1, 2013) and a Division I NCAA member institution, CSU is eligible to award athletes tuition waivers based upon their team membership status. Partial tuition waivers are granted through the Athletics Department. During the period the student athlete competes and receives an award, the in-state tuition rate applies. Contact Person: Compliance Officer, Athletics Department, Jones Convocation Center Room 1502, (773/995- 2295).

Criteria:

- Student athletes recommended by their coaches and the Athletic Department are eligible for this tuition waiver;
- Screening is managed within the Athletic Department to meet the mandates and conditions of the NCAA, Division I, AAA standards;
- General conditions include:
- Athletic and academic talent,
- Play on a sanctioned NCAA sport at the University,
- Maintain a minimum of a 2.0 GPA,
- Meet NCAA standards for eligibility to play in a sanctioned athletic sport,
- Meet the University entrance requirements for admission,
- Enrolled in twelve (12) hours in fall/spring terms or six (6) hours in summer term, and
- Must apply for ISAC Award through the Office of Financial Aid.

Talent Waiver - Art, Music, and Leadership

These waivers are for undergraduate students who display a talent, aptitude, skill or ability or performance or who participate in some programs or activities at the University. They cover partial tuition waiver for the student and are renewable on an annual or term basis depending upon the specific criteria for each talent area. Each program requires a variety of criteria, which may include one or more of the following: GPA higher than 2.5, interview, audition, essays, portfolio and/or interview. Criteria vary based upon the award. Each award recipient is nominated by their respective program area based upon

eligibility. Contact Person: Chair of the Department associated with each waiver category.

Criteria:

- To be eligible for a Talent Waiver, a student must be full-time -- enroll in at least twelve credit hours in a long term;
- Be a degree seeking student (admitted and enrolled in a degree program);
- Must have completed the Free Application for Federal Student Aid (FAFSA) and, if selected for Verification, complete the Verification process, and submit any documentation required by the Office of Student Financial Aid;
- Must not turn down any other tuition scholarship; (continued)
- Maintain a 2.5 GPA minimum [which may increase to 2.75, 3.0 or higher based upon individual program criteria];
- For students seeking music or art awards, they must present portfolios and/or audition. Contact those offices for more details on due dates and times; and the
- Final decision for awarding Talent Waivers rest with the Director of Student Financial Aid after consultation with the program area for which a waiver is offered.

The Academic Affairs Provost's Waiver

The Academic Affairs Provost's Waiver is a Talent Waiver for high achieving, new and continuing students based upon merit and/or need, with merit being the primary consideration. It covers only tuition. Mandatory University fees are not included. The amount will vary based upon recommendations and student need. Waivers are for one semester and are renewable.
Contact Person: Office of the Provost, Cook Administration Building, Room 306, 773/995-2402.

Criteria:

- Students must have completed and submitted a "Free Application for Federal Student Aid" (FAFSA) and, if selected for Verification, complete the Verification process, and submit any documentation required by the Office of Student Financial Aid;
- The Office of Financial Aid will send names of potential nominees to the Office of the Provost after an initial screening for need. A Provost's Waiver Committee will review the applications and make the awards;
- The applicant must be admitted as an undergraduate or graduate student in a degree program at Chicago State University.

Continuing Student applicants must:

- Make satisfactory academic progress towards degree;
- Be admitted into a degree program;
- Have a minimum cumulative GPA of 3.00 or higher; and

- Be enrolled for 12 credit hours or more; or 6 credit hours (graduate) during the semester for which the waiver is requested.

First-year students (incoming) applicants must:
- Have received formal admission to Chicago State University;
- Admitted into a degree program;
- Have a high school GPA of 3.00 or higher and an ACT score of 20; and
- Be enrolled for 12 credit hours or more during the semester for which the waiver is requested.

Transfer Student applicants must:
- Have received formal admission to Chicago State University; (continued)
- Admitted into a degree program;
- Have completed at least a cumulative college GPA of 3.00 or higher; and
- Be enrolled for 12 credit hours or more during the semester for which the waiver is requested.

Provided that funds are available, tuition waivers may be renewed each year for a maximum of six (6) years or twelve (12) semesters or degree completion, whichever is achieved first. Student recipients must re-apply each academic year and must maintain their eligibility according to the criteria above.

The Honors College Talent Waiver

The Honors College Talent Waiver is a tuition waiver. A limited number of tuition waivers are awarded to students admitted into the Honors College. Tuition waivers may be applied only to tuition; mandatory university fees and/or room and board are not covered. The Waiver is renewable for a maximum of 4 years or 120 credits whichever occurs first, if other eligibility criteria are met. Criteria include:

- Must be admitted to, and in good standing with, the Honors College;
- Must have completed and submitted a "Free Application for Federal Student Aid" (FAFSA) and, if selected for Verification, complete the Verification process, and submit any documentation required by the Office of Student Financial Aid;
- Enrolled as a full-time student (minimum of 12 credit hours in Fall and Spring terms)
- Maintain a minimum cumulative GPA of 3.25.
  Contact for more information: Honors College, LIB 428, 773-995-3801.

The Presidential Scholars Talent Waiver

The Presidential Scholars Talent Waiver is a tuition waiver. A limited number of tuition waivers are awarded to students admitted into the Honors College. Tuition waivers may be applied only to tuition; mandatory university fees and/or room and board are not covered. The Waiver is renewable for a

maximum of 4 years or 120 credits whichever occurs first, if other eligibility criteria are met. Criteria include:

- Must be admitted to, and in good standing with, the Honors College;
- Must have completed and submitted a "Free Application for Federal Student Aid" (FAFSA) and, if selected for Verification, complete the Verification process, and submit any documentation required by the Office of Student Financial Aid;
- Enrolled as a full-time student (minimum of 12 credit hours in Fall and Spring terms)
- Maintain a minimum cumulative GPA of 3.35.
  Contact for more information: Honors College, LIB 428, 773-995-3801.

Future Teachers Program

Eligible students who are admitted into degree programs in education are eligible to apply for tuition waivers. Program criteria may include higher GPAs than a 3.0, essays and interviews. Awards are made annually and renewed by term based on students maintaining an appropriate grade point average, available funds, and program offerings. Application deadlines vary for each program award. For specifics, contact the appropriate individuals listed below:

Contact Person: Future Teachers Program – Dean's Office, College of Education, Education Room ED 320 (773/995-2472).

Criteria

- Undergraduate student;
- Minimum 3.0 GPA;
- Full-time student;
- Express interest in a graduate degree in Teaching;
- U.S. Citizen for Future Teacher Program;
- Enrolled in a teacher education program for the Future Teachers Award; and
- Must complete and submit a "Free Application for Federal Student Aid" (FAFSA) and, if selected for Verification, complete the Verification process, and submit any documentation required by the Office of Student Financial Aid.

Waiver of Tuition for Faculty, Administrators and Staff and their Dependents, and Other State University Employees with Reciprocal Agreements

General Policy

Tuition waivers are granted at the beginning of each academic term to eligible faculty and Chicago State University Civil Service and University employees, dependents of these employees, and retirees, as well as Civil Service and administrative employees as a part of their educational benefit. Applications must be submitted at the start of each term for which a waiver is requested.

A tuition waiver application must be submitted to the Office of Financial Aid at CSU with all appropriate signatures by the last day of late registration for all academic terms, except by the first day of classes for any Intersession or Summer School session in which the individual enrolls.

Waiver Coverage and Conditions:

Tuition waivers do not cover past due bills for previous terms. Tuition waivers do not cover course work for students enrolled in the Pharmacy program. Waivers for tuition will not be accepted after the due date, at the end of a term or after the conclusion of a term, including Intersession and Summer School.

The tuition and fee waiver covers all tuition and mandatory fees, application fees, credit evaluation fees, admission fees and graduation fees as part of the employee educational benefit. **It does not cover course-related fees.** The number of courses and credit hours for which tuition waivers are applicable depends upon the individual's employment or eligibility status. Generally, this is six credits per term for full-time employees and three credits per term for half-time employees and retirees. Employees (administrative, faculty and staff) must have been employed at least six months or one academic term at 50% to be eligible for a tuition waiver, and they must meet the admission and prerequisites for any course or program for which he or she seeks enrollment. Employees must have completed their probationary period to be eligible.

To continue receiving the tuition waiver, the applicant should demonstrate successful completion of previous courses (grades greater than the letter 'D'). This means that the student must successfully pass previous courses for which a waiver is granted. Documentation of current academic standing must be submitted with the waiver request form. If after the waiver is approved, it is learned that the individual does not meet the academic progress standards, the waiver may be reversed, and a bill will be issued for the course. At the time of application, the employee is to provide his or her supervisor and unit head with documentation that s/he has successfully completed previous courses.

Continued receipt of a tuition waiver is contingent upon the employee making satisfactory academic progress as defined above.

Time Off for Classes
All employees must avoid taking classes during their regular assigned work hours. If this cannot be avoided, the employee must present a statement signed by the supervisor/dean (and authorized by the divisional vice president) for when and how the work hours will be made up. The supervisor is responsible for monitoring compliance with this provision. The statement must be attached to the Tuition Waiver Form when presented for approval. The Civil Service guidelines have a provision for course completion in the final year or term of a degree, which should be followed.

All employees needing time off to complete student teaching or required internships or practicum courses for a degree program must make separate provisions for a leave of absence or time off to complete their course of study. Receipt of a tuition waiver does not exempt the employee from meeting any course or program prerequisites or requirements for admission or degree completion.

Civil Service Educational Benefits:
Tuition and fee waivers for Civil Service employees are regulated by the Rules of the State Universities Merit Board. The following credit hour maxima apply to employees who enroll in courses at the University:

Full time employees: 6 credit hours per term;18 credit hours annually
¾ time employees: 4 credit hours per term;12 credit hours annually
½ time employees: 3 credit hours per term; 9 credit hours annually

a. Credit hour limitations do not apply to enrollment in approved work-related training programs which are required to improve service;
b. To continue receiving the educational benefit, the employee is encouraged to show documentation of academic progress, i.e., passage of courses as stated earlier in this policy; and
c. Civil Service employees enrolling from other state universities shall be entitled to exemption of tuition and fees stated above. They also must abide by the usage of tuition waivers applicable to special degree and doctoral degree programs.

Children and Dependents:
Children of employees under the age of 25 are eligible for a partial waiver of 50% reduction in their tuition if the employee has worked at the University for at least seven years. Dependents (natural, foster, adopted and stepchildren) as well as spouses of CSU employees who die while in active service at the

University are entitled to a waiver of tuition and fees up to and including the baccalaureate degree at CSU. The maximum waiver is for a total of four years or 12 academic terms or the number of hours necessary to complete the undergraduate degree, whichever comes first.

CSU Retirees
CSU retirees are eligible for a waiver corresponding to three credit hours for any term in which they enroll in a course. This credit should not exceed any limitations required of annuitants as an educational benefit.

For questions:
Civil Service Employees:
The Office of Human Resources, 773/995-2040, fax 773/995-2569, Cook Administration Building, Room 203, hr@csu.edu or benefits@csu.edu.

Students:
Office of Financial Aid, 773/995-2304, Cook Administration Building, Room 207

Administrators/Faculty:
Office of the Provost, 773/995-2402, Cook Administration Building, Room 306