

MISSOURI SOUTHERN STATE UNIVERSITY POLICY					
Policy #:		Effective:	July 2019*	Category:	
Name:	EMPLOYEE AND DEPENDENT TUITION SCHOLARSHIP POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

A tuition discount is available for all employees of the University who are enrolled in regular MSSU undergraduate and graduate courses taken from Missouri Southern State University and is available to the following unless defined further in the additional sections below:

- a) Full-time employees in active status (cannot be on a leave of absence), their spouse, domestic partner and their children.
- b) Full-time employees who are on temporary military activation, their spouse, domestic partner and children.
- c) Adjunct employees in active status for the semester requested, their spouse, domestic partner and children.
- d) Part-time and seasonal employees, Show Me Gold Program instructors, Academy Instructors, their spouse, domestic partner and children.
- e) Spouses, domestic partner and children of full-time employees whose employment ceased due to death or approved Long-Term Disability.
- f) Retirees who retired after 1/1/2007 with 15 or more years of service, their spouse, domestic partner and their children.
- g) Phased Retirees who are on an approved Phased Retirement contract, their spouse, domestic partner and their children.

Forms for participating in this program are located in LioNet. The completed Employee and Dependent Tuition Scholarship Form needs to be turned into the Human Resources Office by 5:00 p.m. the Friday before the first week of courses. Contact Human Resources with questions and concerns about the deadline. Human Resources will approve the Tuition Scholarship form and send to the Bursar’s office. If denied, Human Resources will contact the employee.

The term “children” means: (1) natural or legally adopted children, (2) step-children, or (3) children the employee has legal guardianship of.

The term “domestic partner” is further defined in the Domestic Partner eligibility policy available in Human Resources.

Current Spouse and Children Eligibility:

In the case of a former employee who has retired (with 15 or more years of service), died or is on approved medical disability, the current spouse or children requesting a tuition discount must have been an eligible family member at the time of the former employee's retirement (with 15 or more years of service), death or approved medical disability.

WHAT IS DISCOUNTED?

For the Employee:

- For full-time employees - Tuition is discounted one hundred percent (100%) for MSSU graduate and undergraduate courses.
- For adjunct, part-time & seasonal employees – Tuition is discounted fifty percent (50%) for MSSU graduate and undergraduate courses.
- For retirees & phased retirees – Tuition is discounted one hundred (100%) for MSSU graduate and undergraduate courses.
- Special course and program charges will be the responsibility of the employee, if applicable.
- The tuition discount does not apply to non-college credit Continuing Education courses.

For the Spouse, Domestic Partner or Children:

- For full-time employees - Tuition is discounted one hundred percent (100%) for MSSU undergraduate courses only. No discounts are offered to spouse, domestic partner or children for graduate courses.
- For adjunct and part-time employees – Tuition is discounted fifty percent (50%) for MSSU undergraduate courses only.
- For retirees & phased retirees – Tuition is discounted one hundred percent (100%) for MSSU undergraduate courses only. No discounts are offered to spouse, domestic partner or children for graduate courses.
- The tuition discount does not apply to non-college credit Continuing Education courses.
- Special course and program charges will be the responsibility of the employee, if applicable.

EMPLOYEE RESPONSIBILITIES

Schedule of Classes:

Employees may schedule up to six (6) hours of coursework each semester with the approval of their immediate supervisor. So as not to interfere with the performance of assigned duties,

employees are encouraged to choose evening, on-line or day courses held during their normal lunch period. Courses taken during normal working hours will require supervisory approval. Any time missed from regularly scheduled work hours to attend a class shall be made up during the same workweek, or reported to Human Resources as vacation time.

An employee desiring to enroll in more than six (6) semester hours may request permission in writing from his or her supervisor and from the Vice President over their department. All approvals must be obtained in advance of the beginning of the semester.

RESTRICTIONS

Should an employee, spouse, domestic partner or their children misrepresent any of the required information, the employee will be responsible for the repayment of benefits received. In addition, disciplinary action up to and including termination may result. Such termination would not remove the repayment responsibility. Furthermore, should an employee no longer have an eligible spouse, domestic partner or child as defined in the policy, the employee is required to notify HR or the Bursar in writing immediately.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS