

West Virginia University at Parkersburg Board of Governors

**POLICY B-55
EMPLOYEE AND FAMILY TUITION WAIVER PROGRAM**

Section 1. General

- 1.1 This policy establishes an Employee and Family Tuition Waiver Program for West Virginia University at Parkersburg
- 1.2 Authority. – [W. Va. Code § 18B-10-5](#)
- 1.3 Effective Date. – June 3, 2016
Replaces version dated February 18, 2010

Section 2. Purpose

- 2.1 To provide tuition waiver benefit for the full-time benefits eligible employees of West Virginia University at Parkersburg and their qualified spouses or dependents beginning in the Fall, 2010 semester.

Section 3. Tuition

- 3.1 All qualifying employees who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients may be granted a tuition equal to full-time tuition. Employees must seek permission of their direct supervisor to qualify for the benefit.
- 3.2 All qualifying spouses and children who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients may be granted up to full time tuition per semester.
- 3.3 Applications for a tuition waiver must be submitted and will be awarded on a semester basis.
- 3.4 The Employee and Family Tuition Waiver Program will be the last source of grant or scholarship funds contributed to each student, wherein all other grants and scholarships must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition, when taken into aggregate with other forms of scholarship, waivers, or grants.

Section 4. Qualifications

- 4.1 To qualify for the benefit, a student must be either be a full-time benefits eligible employee of the college, a current spouse of such an employee, or a biological or legally adopted child of such an employee 24 years of age or younger who is a legal dependent of the employee.
- 4.2 Those wishing to participate in the program must apply for the benefit for each semester of use. The deadlines for application will be determined and publicized by the Division of Student Services.

4.3 Only those classes being taken during the fall and spring semesters will be eligible for the program.

Section 5. Budget

5.1 The budget for the tuition waiver benefit program will be derived from the regular tuition waiver allotment as defined by the State of West Virginia and the President of the college.

5.2 The college reserves the right to limit the use of funds for the program at the discretion of the President in consultation with the Board of Governors.

5.3 The program may be placed into suspension by the WVU at Parkersburg Board of Governors with a six month notice to the college community.