



## Tuition Waiver Program

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To encourage professional growth, members of Management and Confidential Professional Personnel, faculty participating in the American Association of University Professors union (AAUP), and administrators participating in the State University Organization of Administrative Faculty union (SUOAF-AFSCME), may qualify to participate in the Tuition Waiver Program.

The Tuition Waiver Program allows employees to waive the tuition and other fees associated with course enrollment. A schedule of Tuition Exemptions is noted below. A tuition waiver form is available through the Human Resources Department.

### **Management & Confidential Professional Personnel**

**Course Privileges:** Subject to the approval of the university offering the instruction, a non-temporary employee who regularly works more than twenty (20) hours per week covered under these Policies, the employee's spouse and unmarried dependents under the age of 25 of such an employee may take courses at any of the four universities on a space available basis without payment of tuition, State University Fee and University General Fee for full-time students, and Extension Fee and Registration Fee for part-time students; provided that participation in courses does not interfere with the employee's professional obligations. This benefit shall also be available to the above-mentioned spouse and dependents surviving a deceased employee (death having occurred on or after July 1, 1990, during the employee's active service) who had accumulated ten (10) years of service in the CSU system.

Space available means that there is space in the class without the displacement of a regular student or a fee-paying student and that admission of the employee, the spouse, or the employee's dependent will not create a workload entitling the instructor to additional pay or to a reduction in the number of hours the instructor is required to teach.

With the exception of the death benefit described above, emeritus employees shall be eligible for course privileges on the same basis as full-time, non-temporary employees.

#### Tuition Exemptions

Management/Confidential

#### Student Status

Full-time: Tuition Fee, State University Fee, & General Fee

Part-time: Course Fee, Extension Fee, & Registration Fee

### **American Association of University Professors (AAUP) Union - Full-time**

**Course Privileges:** Subject to the approval of the receiving university, a permanent, full-time or emeritus member, with at least one (1) semester of service, spouse and children under the age of twenty-five (25) may take courses without tuition or State University fee at any university within the Connecticut State University on a space available basis, provided, however that participation in said courses shall not interfere with the member's employment obligations.

#### Tuition Exemptions

AAUP Member

#### Student status

Full-time: Tuition Fee, State University Fee

Part-time: Course Fee



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**American Association of University Professors (AAUP) Union - Part-Time Adjuncts/ Lecturers** Course Privileges: A part-time member who has been employed for eighteen (18) or more load credits in the University, or spouse or children under the age of twenty-five (25) may take courses at any university in the system on a space available basis, provided however that participation in said course shall not interfere with the member's employment obligations. For each load credit for which the member is compensated, one (1) credit hour's extension tuition shall be waived or the full-time tuition and State University fee shall be reduced by one twelfth (1/12). The total benefit shall not exceed the member's current equivalent workload credit and shall only be used during the semester of employment or the semester immediately following. Individuals taking courses on this basis may be admitted to a course in which space is not available at the discretion of the instructor.

**State University Organization of Administrative Faculty union (SUOAF-AFSCME)**

Course Privileges: Subject to the approval of the receiving Connecticut State University, administrative faculty members shall be allowed to register for courses on a space available basis provided that such coursework does not interfere with the member's employee obligations. The Tuition, University General Fee and State University Fee for courses undertaken shall be waived for all members of the bargaining unit.

Emeritus members, as well as spouses and unmarried children under the age of 25, of bargaining unit members may take courses on a space available basis without paying tuition and the State University Fee at any University within the system.

Tuition Exemptions

SUOAF Member  
Dependent/Spouse

Student status

Full-time: Tuition, State University Fee, General Fee  
Full-time: Tuition, State University Fee  
Part-time: Course Fee

The Tuition Waiver Form for Management/Confidential, AAUP & SUOAF employees can be found on the Human Resources website under HR Forms at <http://wcsu.edu/hr/forms/WCSU-HRForms.asp>.