

TUITION WAIVER GUIDELINES AFSCME/SPFPA/SCUPA

WHO IS ELIGIBLE?

- A. All full-time, permanent employees in an active pay status.
 - 1. AFSCME and SPFPA employees are not eligible until completion of probationary period. SCUPA employees in permanent positions are eligible; however, SCUPA employees in temporary positions are not eligible.
 - 2. Employees on leave without pay are not eligible. However, tuition waiver is available to employees who are receiving benefits while on cyclical leave without pay.
- B. Spouses of (A).
- C. Children of (A) until they reach the age of 25.

WHAT ARE THE BENEFITS?

There will be a total of basic tuition charges as follows:

- A. Employee – waiver of tuition not to exceed 128 undergraduate credits. (For SCUPA employees [only], waiver of tuition is available for graduate courses.)
- B. Spouse – waiver of tuition until spouse obtains first undergraduate degree.
- C. Children – waiver of tuition until children obtain the first undergraduate degree or reach age 25 whichever comes first.

Tuition waiver is available for certain international programs sponsored by Slippery Rock University. For details, contact the International Services Office.

Certain university academic scholarships may not be available in conjunction with tuition waivers. For details, contact the Financial Aid Office.

The waiver does not apply to: Individualized Instruction or Independent Study courses, non-credit continuing education courses, or fees of any kind.

HOW MANY CREDITS MAY BE TAKEN?

In accordance with the AFSCME, SPFPA and SCUPA contracts, employees may take a maximum of six credits per semester. However, while the contracts stipulate that the credits must be taken during non-working hours, with the approval of the supervisor, dean or director, and vice president, employees may choose to take one course during the work day provided employees and supervisors mutually agree to any arrangements needed for making up lost work time as a result of attending class.* If another course is taken, it must be taken after work hours.

*If an employee requests to take a second course that meets during normal work hours, the employee must bear the costs of the second course themselves and have their supervisor's approval to use available, accumulated leave for the duration of the course. Also, the supervisor must certify that such activity has no detrimental effect on the operation of the work area.

During the summer, all sessions combined comprise the summer semester. Therefore, the six credit maximum applies for the entire summer.

WHAT ARE THE TUITION WAIVER BENEFITS FOLLOWING RETIREMENT?

Total waiver of tuition for children of retirees until the children obtain the first undergraduate degree or reach age 25, whichever comes first, provided the following conditions are met:

- the eligible AFSCME employee retirees; the eligible SPFPA or SCUPA employee retires on or after January 1, 2001, and
- the eligible employee is at or above superannuation age (which is currently age 60) at the date of retirement, and
- the eligible employees has fifteen or more years of service within the SSHE at the date of retirement.

Please note that additional information may be found in Appendix R of the AFSCME Master Agreement/Appendix M of the Memorandum of Understanding, in Article 44 to the SPFPA Collective Bargaining Agreement/Recommendation No. 45 of the Memorandum of Understanding, and in Article 37 of the SCUPA Agreement.

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