



WSU POLICY APPROVAL COVER PAGE

DATE POLICY REQUEST TO PET:	August 12, 2024		
IS THIS A NEW POLICY OR CHANGE TO AN EXISTING POLICY?	NEW	<input type="checkbox"/>	EXISTING <input checked="" type="checkbox"/>
CURRENT POLICY TITLE:	3.43 / Tuition Assistance Program for Spouses and Dependent Children		
REVISED POLICY TITLE:	N/A		
LAST REVISED DATE OF POLICY:	December 1, 2018		
INITIATING AUTHORITY:	Human Resources		
SUMMARY OF POLICY OR POLICY CHANGE:			
<p>This policy is being revised to clarify the tuition assistance program for spouses and dependent children of employees, including updating definitions, eligibility, requirements, and administrative procedures. In addition, policy was reorganized and reformatted for purposes of clarification and to conform with the University's standard policy format.</p> <p>Specific changes to this policy include:</p> <ul style="list-style-type: none"> • Updated definitions to reflect current practices and changes in law. • Updated the definition for benefit-eligible employee, to include teaching faculty as well as non-teaching faculty, and to clarify that ICAA employees are eligible for assistance. • Updated to include graduate programs/courses as eligible for the tuition assistance program. • Updated to include limitation on assistance for graduate courses • Updated to include tax consequences for assistance for graduate courses • Clarified requirements for eligibility, including requiring minimum GPA rather than course related academic standing. • Clarified how assistance is handled if the employee separates employment. • Clarified administrative procedure related to withdrawing from courses. • Clarified administrative procedure to address the prioritization process in the event of insufficient funding. 			
REASON OR NEED FOR POLICY / SUMMARY OF CHANGES MADE TO EXISTING POLICY:			
This policy was revised to update and provide clarity on the tuition assistance program for spouses and dependent children.			
APPLICABLE LAWS OR REGULATORY OR POLICY AUTHORITY:			
Kansas Board of Regents Policy Manual, Chapter II.D.1. Tuition and Fees			
OTHER RELEVANT WSU POLICIES:			
WSU Policy 3.42 / Tuition Assistant Program for Employee			

THE FOLLOWING UNIVERSITY STAKEHOLDERS WERE INCLUDED IN THE REVIEW AND APPROVAL OF THIS POLICY DRAFT / REVISION:	
	Office of the General Counsel – Stacia Boden
	Human Resources – Jamie Olmsted, Vicki Whisenhant, Rebecca Reiling, Sheryl Propst, Susan Martin, Marcie Holsteen, Sara McIntyre, Ginny Mertes, Cara Tucker, Lana Anthis, Julisa Khan, Diana Austin
	Financial Aid – Angie Zeorlin and Sheelu Surender
	Student Accounts Receivable – Robyn Bongartz
	Financial Operations – Troy Bruun and Ryan Lohfink
	Faculty Senate – Jolynn Dowling [PENDING]
	Staff Senate – Kennedy Rogers [PENDING]
OTHER NOTES FOR CONSIDERATION: N/A	
OWNER OF POLICY REQUEST FOR QUESTIONS:	Jamie Olmsted – Human Resources



Policies and Procedures

3.43 / TUITION ASSISTANCE PROGRAM FOR SPOUSES AND DEPENDENT CHILDREN

I. INITIATING AUTHORITY

- A. Human Resources serves as the initiating authority for this policy.

II. PURPOSE

- A. The purpose of this policy is to set forth the requirements and limitations for the provision of tuition assistance to the Spouses and Dependent Children of Benefit-Eligible Employees.

III. POLICY

- A. **Tuition Assistance Program.** To the extent that sufficient funding is available, eligible Spouse and/or Dependent Child(ren) of a Benefit-Eligible Employee may receive tuition assistance for qualifying courses offered by the University, in accordance with the requirements of this policy.
- B. **Program Eligibility.** The Spouse and/or Dependent Children of a Benefit-Eligible Employee may be eligible for tuition assistance under this policy, subject to the following requirements:
 - 1. Must be a Spouse and/or Dependent Child of a Benefit-Eligible Employee.
 - 2. At the time the Spouse or Dependent Child's course(s) begin each semester, the Benefit-Eligible Employee must be employed.
 - 3. The Spouse or Dependent Child must be admitted to a degree-seeking undergraduate or graduate academic program, on a part-time or full-time basis, in the semester that they are applying for tuition assistance.
 - 4. The Spouse or Dependent Child must be pursuing their first undergraduate or first graduate degree.
 - 5. The Spouse or Dependent Child must maintain an overall grade point average (GPA) of 2.0 as calculated at the end of the term.. Failure to meet this requirement will make the Spouse or Dependent Child ineligible for tuition assistance until their overall GPA is greater than 2.0.
 - 6. If both Spouses are Benefit-Eligible Employees, neither Spouse is eligible to receive tuition assistance under this policy. However, each Spouse may be eligible for tuition assistance under [Policy 3.42 / Tuition Assistance Program for Employees](#).

7. If both parents of a Dependent Child are Benefit Eligible Employees, the Dependent Child will only be eligible for the maximum assistance available for the Dependent Child of one Benefit-Eligible Employee.
8. With the exception of the Spouses or Dependent Children of the Wichita State University Intercollegiate Athletic Association, Inc. (ICAA) employees, the Spouse and Dependent Children of employees of Controlled Affiliated Organizations and Non-Controlled Affiliated Organizations are not eligible for tuition assistance under this policy.

C. Assistance Coverage and Limitations. Assistance under this policy is limited to covering the cost of resident tuition in accordance with the following limitations:

1. The amount of tuition assistance provided for undergraduate courses is limited to 50% of the cost of resident tuition up to a maximum of fifteen (15) credit hours of courses per semester.
2. The amount of tuition assistance provided for graduate courses is limited to 50% of the cost of the resident tuition up to a maximum of \$5,250 in tuition assistance per calendar year.
3. Tuition assistance will be limited to a maximum of sixty (60) credit hours in the Spouse and/or Dependent Child's academic career.
4. Assistance is not available for any student fees or for the cost of books or housing.
5. Tuition assistance for each semester may be applied in addition to any financial aid received by the Spouse or Dependent Child, up to but not exceeding, the cost of attendance at the University, which includes tuition, fees, room and board, books, and supplies.

D. Qualifying Courses

1. Courses that qualify for the Tuition Assistance Program include all undergraduate, graduate, badge, and certificate program courses offered for credit by the University. Non-credit courses and courses offered by WSU Tech and the Center for Management Development do not qualify for the Tuition Assistance Program.
2. Courses enrolled in after the Full-Refund Deadline do not qualify for the Tuition Assistance Program.

E. Tax Consequences. Employees are responsible for all tax consequences. Tuition assistance for graduate courses for an Employee's spouse and dependents may be included in the Employee's gross income as wages and subject to income tax consistent with federal and state tax laws, unless the Employee is a Graduate Assistant as set forth in policy **X**.

IV. DEFINITIONS

A. For the purpose of this policy only, the following definitions shall apply:

1. **Controlled Affiliated Organizations:** Wichita State University Intercollegiate Athletic Association, Inc., Wichita State University Union Corporation, Wichita State University Innovation Alliance, Inc., and WSIA Investments Corporation.
2. **Benefit-Eligible:** An employee who holds a permanent, half-time equivalency (0.5 FTE) or greater position with the University as a faculty member, an unclassified professional, or university support staff, or other ICAA staff member.
3. **Dependent Child(ren):** Natural, step, or adopted children who are under the age of 26 and unmarried.
4. **Employee:** An individual who provides services to the University and/or the ICAA on a regular basis in exchange for compensation and receives a W-2 for such services. This includes temporary and part-time Employees.
5. **Faculty Member:** All employees who have teaching/research/library responsibilities of 50% or more and hold a half-time equivalency (0.5 FTE) or greater, including temporary faculty, probationary faculty, tenured faculty, contingent unclassified professionals, provisional unclassified professionals, and regular unclassified professionals (who have the e-class designation of FA or F2).
6. **Full-Refund Deadline:** A deadline set by the University each semester for when full-semester courses must be dropped in order to receive a 100% tuition refund.
7. **Non-Controlled Affiliated Organizations:** Wichita State University Foundation and Alumni Engagement.
8. **Spouse:** A person who is legally married as recognized under Kansas state law (including common law marriage) or who is in a Domestic Partnership.
9. **Domestic Partnership:** A person with whom another person maintains a household and an intimate relationship, other than a person to whom such person is legally married.
10. **University:** Wichita State University.

V. ADMINISTRATIVE PROCEDURE

- A. **Applications.** Benefit-Eligible Employees must submit the [WSU Tuition Assistance Application](#) for a Spouse and each Dependent Child who seeks tuition assistance to Human Resources by the specified deadline for each semester, which is provided on the [Tuition Assistance Program Policies](#) webpage. Late applications will be automatically denied and there will be no exceptions.
- B. **Eligibility Determination.** Human Resources, in collaboration with Financial Aid, will determine eligibility for applicants of the tuition assistance program.
- C. **Insufficient Funds.** In the event the University does not have sufficient funds to fund all tuition assistance requests, the decision of which applications will be approved will be based on University priorities.
- A. **Withdrawing from Course(s).** If a course(s) is withdrawn, it must be done before the Full-Refund Deadline for tuition assistance funds to be applied appropriately. If a course(s) is withdrawn after the Full-Refund Deadline, the funds disbursed will be applied to the credit-hour maximum even though the course(s) have not been completed. Withdrawing from courses paid for with tuition assistance received under this policy may affect eligibility for future semesters unless the recipient has demonstrated that extenuating circumstances caused the late withdrawal. A recipient seeking to preserve their eligibility under this policy may petition the Tuition Refund Board of Appeals by submitting a [Petition for Exception to Tuition Refund Policy for Dropping Courses](#) to the Financial Operations and Business Technology Office by mail to Box 38, Wichita, KS 67260; by email to wsuaccountsreceivable@wichita.edu, by facsimile to 316-978-3107; or by delivery to Jardine Hall, Room 201.

VI. APPLICABLE LAWS AND ADDITIONAL RESOURCES

- A. [K.S.A. 76-719c. Fellowships, scholarships, tuition and fee waivers; authority to grant; standards, conditions, requirements](#)
- B. [K.S.A 76-729. Residence of students for fee purposes; basic rule, certain exceptions authorized; definitions](#)
- C. [Kansas Board of Regents Policy Manual, Chapter II.D.1. Tuition and Fees](#)
- D. [WSU Policy 3.15 / Internal Dispute Resolution Process](#)
- E. [WSU Policy 3.42 / Tuition Assistance Program for Employee](#)
- A. [WSU Policy 4.04 / Resolution of Internal Disputes for Faculty](#)

VII. REVISION DATES

- A. December 9, 2015
- B. December 1, 2018
- C. [INSERT PET APPROVED DATE]



Policies and Procedures

3.43 / TUITION ASSISTANCE PROGRAM FOR SPOUSES AND DEPENDENT CHILDREN

I. INITIATING AUTHORITY

A. Human Resources serves as the initiating authority for this policy.

II. PURPOSE

A. The purpose of this statement policy is to set forth ~~Wichita State University policy with regard to the requirements and limitations for~~ the provision of tuition assistance to the Spouses and Dependent Children of University employees Benefit-Eligible Employees.

III. POLICY STATEMENT

A. Tuition Assistance Program. To the extent that sufficient funding is available, eligible Spouse and/or Dependent Child(ren) of a Benefit-Eligible Employee may receive tuition assistance for qualifying courses offered by the University, in accordance with the requirements of this policy.

B. Program Eligibility. The Spouse and/or Dependent Children of a Benefit-Eligible Employee ~~of the University~~ may be eligible for tuition assistance ~~in accordance with the parameters of this policy. All enrollment defined in under~~ this policy ~~must, subject to the following requirements:~~

1. Must be at Wichita State University a Spouse and/or Dependent Child of a Benefit-Eligible Employee.

III.I. DEFINITIONS

- ~~• **Benefit-Eligible Employee**—An employee holding a 0.5 FTE or greater position at the University as a faculty member, an unclassified professional employee or a university support staff. Employees of affiliated corporations or related corporations are not eligible for this benefit.~~
- ~~• **Dependent Children**—Natural, step, or adopted children of a University Benefit-Eligible Employee, under the age of 26, and who are unmarried.~~
- ~~• **Spouse**—A husband or wife as recognized under Kansas state law for purposes of marriage, including common law, or a domestic partner of a University Benefit-Eligible Employee.~~

IV. PROCEDURES

- ~~2. Spouses and~~ At the time the Spouse or Dependent Child's course(s) begin each semester, the Benefit-Eligible Employee must be employed.
- ~~4.3. The Spouse or Dependent Children~~ Child must be admitted to a degree-seeking undergraduate or graduate academic program at the University to be eligible for tuition assistance. They may be on a part-time students. Only first undergraduate bachelor's degrees are eligible for tuition assistance. All Spouses and Dependent Children must be admitted into such programs in the semester for which or full-time basis, in the semester that they are applying for tuition assistance.
- ~~B. To maintain eligibility for continuing tuition assistance, Spouses and Dependent Children must be in good academic standing and not on academic probation.~~
- ~~4. The Spouse or Dependent Child must be pursuing their first undergraduate or first graduate degree.~~
- ~~5. The Spouse or Dependent Child must maintain an overall grade point average (GPA) of 2.0 as calculated at the end of the term.. Failure to meet this requirement will make the Spouse or Dependent Child ineligible for tuition assistance until their overall GPA is greater than 2.0.~~
- ~~4.6. If both Spouses are employees of the University~~ Benefit-Eligible Employees, neither Spouse is eligible to receive tuition assistance from this program under this policy. However, each Spouse may be eligible for tuition assistance under Policy 3.42 / Tuition Assistance Program for Employees.
- ~~7. The If both parents of a Dependent Child are Benefit Eligible Employees, the Dependent Child will only be eligible for the maximum assistance available for the Dependent Child of one Benefit-Eligible Employee.~~
- ~~8. With the exception of the Spouses or Dependent Children of the Wichita State University Intercollegiate Athletic Association, Inc. (ICAA) employees, the Spouse and Dependent Children of employees of Controlled Affiliated Organizations and Non-Controlled Affiliated Organizations are not eligible for tuition assistance from under this program policy.~~
- C. Assistance Coverage and Limitations.** Assistance under this policy is limited to covering the cost of undergraduate level resident courses; tuition in accordance with the following limitations:
- ~~D. Tuition assistance is available for classes taken during the fall, spring, or summer semesters.~~

1. The amount of tuition assistance provided for undergraduate courses ~~will be~~ is limited to 50% of the cost of resident tuition up to a maximum of fifteen (15) credit hours of courses per semester.
2. ~~If both parents~~The amount of a ~~Dependent Child~~ are ~~Benefit Eligible Employee~~tuition assistance provided for graduate courses is limited to 50% of the University cost of the Dependent Child will only be eligible for the resident tuition up to a maximum assistance as described above of \$5,250 in paragraph 6 tuition assistance per calendar year.
3. Tuition assistance will be limited to a maximum of sixty (60) credit hours in the Spouse and/or Dependent ~~Child's~~Child's academic career.

~~E. Tuition assistance is based on the hours of enrollment on the last day for 100% tuition refund each semester. If courses are added after the last day of the 100% refund period, no additional funds will be disbursed. If a course(s) is withdrawn, it must be done before the last day of the 100% refund period for tuition assistance funds to be applied appropriately. If a course(s) is withdrawn after the refund period, the funds disbursed will be applied to the credit hour maximum even though the course(s) have not been completed.~~

~~4. Assistance is not available for any student fees or for the cost of books or housing.~~

~~4.5.~~ Tuition assistance for each semester may be applied in addition to any financial aid received by the Spouse or Dependent Child, up to but not exceeding, the cost of attendance at the University, which includes tuition, fees, room and board, books, and supplies.

~~F. Funds will be awarded on a first come, first served basis until budgeted resources are exhausted.~~

D. Qualifying Courses

~~1. Courses that qualify for the Tuition Assistance Program include all undergraduate, graduate, badge, and certificate program courses offered for credit by the University. Non-credit courses and courses offered by WSU Tech and the Center for Management Development do not qualify for the Tuition Assistance Program.~~

~~2. Courses enrolled in after the Full-Refund Deadline do not qualify for the Tuition Assistance Program.~~

E. Tax Consequences. Employees are responsible for all tax consequences. Tuition assistance for graduate courses for an Employee's spouse and dependents may be included

in the Employee's gross income as wages and subject to income tax consistent with federal and state tax laws, unless the Employee is a Graduate Assistant as set forth in policy X.

IV. DEFINITIONS

A. For the purpose of this policy only, the following definitions shall apply:

1. **Controlled Affiliated Organizations:** Wichita State University Intercollegiate Athletic Association, Inc., Wichita State University Union Corporation, Wichita State University Innovation Alliance, Inc., and WSIA Investments Corporation.
2. **Benefit-Eligible:** An employee who holds a permanent, half-time equivalency (0.5 FTE) or greater position with the University as a faculty member, an unclassified professional, or university support staff, or other ICAA staff member.
3. **Dependent Child(ren):** Natural, step, or adopted children who are under the age of 26 and unmarried.
4. **Employee:** An individual who provides services to the University and/or the ICAA on a regular basis in exchange for compensation and receives a W-2 for such services. This includes temporary and part-time Employees.
5. **Faculty Member:** All employees who have teaching/research/library responsibilities of 50% or more and hold a half-time equivalency (0.5 FTE) or greater, including temporary faculty, probationary faculty, tenured faculty, contingent unclassified professionals, provisional unclassified professionals, and regular unclassified professionals (who have the e-class designation of FA or F2).
6. **Full-Refund Deadline:** A deadline set by the University each semester for when full-semester courses must be dropped in order to receive a 100% tuition refund.
7. **Non-Controlled Affiliated Organizations:** Wichita State University Foundation and Alumni Engagement.
8. **Spouse:** A person who is legally married as recognized under Kansas state law (including common law marriage) or who is in a Domestic Partnership.
9. **Domestic Partnership:** A person with whom another person maintains a household and an intimate relationship, other than a person to whom such person is legally married.
10. **University:** Wichita State University.

V. ADMINISTRATIVE PROCEDURE

A. **Applications.** Benefit-Eligible Employees must submit the WSU Tuition Assistance Application for a Spouse and each Dependent Child who seeks tuition assistance to Human Resources by the specified deadline for each semester, which is provided on the Tuition Assistance Program Policies webpage. Late applications will be automatically denied and there will be no exceptions.

~~G.B.~~ **Eligibility Determination.** Human Resources, in collaboration with Financial Aid, will determine eligibility for applicants of the tuition assistance program.

~~H.C.~~ Eligible Employees must submit a completed application form for a Spouse and each Dependent Child who seeks **Insufficient Funds.** In the event the University does not have sufficient funds to fund all tuition assistance to Human Resources by the specified deadline for each semester. Late requests, the decision of which applications will be automatically denied and there approved will be no exceptions based on University priorities.

A. **Withdrawing from Course(s).** If a course(s) is withdrawn, it must be done before the Full-Refund Deadline for tuition assistance funds to be applied appropriately. If a course(s) is withdrawn after the Full-Refund Deadline, the funds disbursed will be applied to the credit-hour maximum even though the course(s) have not been completed. Withdrawing from courses paid for with tuition assistance received under this policy may affect eligibility for future semesters unless the recipient has demonstrated that extenuating circumstances caused the late withdrawal. A recipient seeking to preserve their eligibility under this policy may petition the Tuition Refund Board of Appeals by submitting a Petition for Exception to Tuition Refund Policy for Dropping Courses to the Financial Operations and Business Technology Office by mail to Box 38, Wichita, KS 67260; by email to wsuaccountsreceivable@wichita.edu, by facsimile to 316-978-3107; or by delivery to Jardine Hall, Room 201.

VI. APPLICABLE LAWS AND ADDITIONAL RESOURCES

A. **K.S.A. 76-719c.** Fellowships, scholarships, tuition and fee waivers; authority to grant; standards, conditions, requirements

B. **K.S.A 76-729.** Residence of students for fee purposes; basic rule, certain exceptions authorized; definitions

C. **Kansas Board of Regents Policy Manual, Chapter II.D.1. Tuition and Fees**

D. **WSU Policy 3.15 / Internal Dispute Resolution Process**

E. **WSU Policy 3.42 / Tuition Assistance Program for Employee**

A. WSU Policy 4.04 / Resolution of Internal Disputes for Faculty

VII. REVISION DATES

A. December 9, 2015

B. December 1, 2018

C. [INSERT PET APPROVED DATE]