



Administrative Policy #: [Click or tap here to enter number](#)
Dependent Child Tuition Waiver Program
Effective Date: TBD

SECTION 1. PURPOSE & SCOPE

- 1.1. PURPOSE: The purpose of this policy is to establish the eligibility requirements, application procedures, and administration of Fairmont State University's Dependent Child Tuition Waiver Program. This program is intended to support benefit-eligible employees and their families by providing tuition assistance for eligible dependent children pursuing degree programs at Fairmont State University.
- 1.2. SCOPE: This policy governs the award and administration of tuition waivers for eligible dependent children of benefit-eligible employees. The policy applies to tuition charges for approved academic programs at Fairmont State University and outlines eligibility criteria, application requirements, academic standards, and administrative responsibilities associated with the program.

SECTION 2. APPROVAL, DELEGATION & APPLICABILITY

- 2.1. AUTHORITY: The Vice President for Finance and Administration, in consultation with the Director of Human Resources Office, the Provost, and the Vice President for Enrollment Management, shall have authority over the administration and interpretation of this policy.
- 2.2. DELEGATION: The administration of this policy may be delegated to the Human Resources Office for eligibility verification and program administration and to the Office of Financial Aid for the processing and coordination of tuition waiver awards. Authority to approve exceptions to this policy may not be delegated unless specifically authorized by the Vice President for Finance and Administration.
- 2.3. APPLICABILITY: This policy applies to: benefit-eligible full-time employees of Fairmont State University; benefit-eligible employees working less than 1.0 FTE, who may qualify for a prorated benefit; eligible dependent children of participating employees; and



University offices responsible for administering tuition waivers, including Human Resources and Financial Aid.

SECTION 3. DEFINITIONS

- 3.1. **BENEFIT-ELIGIBLE EMPLOYEE:** An employee of Fairmont State University who is eligible to participate in the University's employee benefit programs.
- 3.2. **DEGREE-SEEKING STUDENT:** A student formally admitted and enrolled in an associate, bachelor's, or master's degree program at Fairmont State University.
- 3.3. **DEPENDENT CHILD:** A child of the employee who is no more than twenty-six (26) years of age and meets applicable Internal Revenue Service (IRS) dependency guidelines. Verification of dependent status may be established through a federal income tax return, birth certificate, adoption documentation, or other documentation approved by Human Resources.
- 3.4. **GOOD STANDING:** The academic and disciplinary status required by the University for continued enrollment and participation in the program.
- 3.5. **TUITION WAIVER:** A University-funded reduction of tuition charges for eligible dependent children enrolled at Fairmont State University. Tuition waivers apply only to tuition and do not cover fees, room and board, books, supplies, or other educational expenses unless otherwise authorized.

SECTION 4. POLICY

- 4.1. **POLICY:** It is the policy of Fairmont State University to provide a limited tuition waiver benefit to eligible dependent children of benefit-eligible employees, subject to available funding and program requirements.
- 4.2. **ELIGIBILITY REQUIREMENTS:**
 - 4.2.1. The employee must be a benefit-eligible employee of Fairmont State University.
 - 4.2.2. Employees working less than 1.0 FTE may be eligible for a prorated tuition waiver benefit.
 - 4.2.3. A Free Application for Federal Student Aid (FAFSA) must be completed and submitted for the applicable academic year.
 - 4.2.4. The dependent must:

- 4.2.4.1. Be no older than twenty-six (26) years of age;
- 4.2.4.2. Meet applicable IRS dependency requirements;
- 4.2.4.3. Be enrolled as a full-time or half-time regular degree-seeking student;
and
- 4.2.4.4. Be pursuing an associate, bachelor's or master's degree at Fairmont State University.

4.2.5. Students enrolled solely through dual enrollment while attending high school are not eligible.

4.3. APPLICATION PROCESS:

- 4.3.1. A completed Tuition Waiver Application and all required supporting documentation must be submitted to the Human Resources Office at least ten (10) working days before the start of the applicable term.
- 4.3.2. Human Resources shall review all applications to verify employee and dependent eligibility.
- 4.3.3. Upon verification of eligibility, Human Resources shall forward approved applications to the Office of Financial Aid for processing.
- 4.3.4. Applications must be submitted each academic term for which the waiver is requested.

4.4. AWARD CONDITIONS:

- 4.4.1. Tuition waivers may be awarded for fall, spring, and summer terms.
- 4.4.2. Tuition waivers are limited in number and subject to available funding.
- 4.4.3. Awards shall be granted on a first-come, first-served basis.
- 4.4.4. Receipt of a tuition waiver in one term does not guarantee future awards.

4.5. ACADEMIC STANDARDS:

- 4.5.1. Recipients must maintain a cumulative grade point average (GPA) of at least 2.5.
- 4.5.2. Students must remain in good academic and disciplinary standing.
- 4.5.3. Students placed on academic or social probation are not eligible for continued participation.

4.5.4. If a specific academic program requires a higher GPA, the program requirement shall supersede the minimum GPA established by this policy.

4.6. COORDINATION WITH FINANCIAL AID:

4.6.1. Tuition waivers shall be applied after all federal, state, institutional, and private financial aid has been awarded.

4.6.2. If a student receives tuition-specific assistance, including but not limited to scholarships designated for tuition, the tuition waiver shall be adjusted as necessary to ensure that total aid does not exceed allowable tuition charges.

4.6.3. The University reserves the right to adjust awards as required by applicable financial aid regulations and institutional policies.

SECTION 5. COMPLIANCE

5.1. COMPLIANCE: This policy shall be administered in accordance with applicable federal and state laws, Internal Revenue Service regulations, financial aid requirements, University policies, and accreditation standards. The University reserves the right to modify program administration as necessary to maintain compliance with applicable laws and regulations.

5.2. NONCOMPLIANCE: Failure to provide accurate information, submit required documentation, maintain eligibility requirements, or comply with University policies may result in denial, reduction, revocation, or repayment of tuition waiver benefits. Any misrepresentation of eligibility may subject the employee or student to disciplinary action in accordance with applicable University policies.

SECTION 6. REVISION HISTORY

6.1. FREQUENCY OF REVIEW: Click or tap here to enter text

6.2. APPROVED: Click or tap here to enter text