

LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Employee/Labor Relations

Section Number: 4.3.6

Subject: Fringe Benefits: Tuition Waiver

Date of Present Issue: 11/04/2024

Date of Previous Issues:
10/11, 11/91, 03/87, 07/82, 11/82, 12/97, 10/98,

Administrative/Professional Staff

POLICY:

All regular (not temporary) full-time, non-union staff members will have tuition costs and enrollment fees waived for courses carrying University credit for which they have enrolled and been admitted by the Registrar. Staff members will be responsible for payment of all other fees.

The following procedure applies:

WHO	DOES WHAT
Staff Member	Completes EMPLOYEE APPLICATION FOR TUITION WAIVER
	Enrolls in classes and obtains Department Head approval (if adjusted work schedule is required)
	Schedules class(es) in Registrar's Office.
Registrar	Schedules class(es).
	Provides fee statement and/or schedule to staff member.
Human Resources	Verifies employee, signs form, sends forward to Business Office if employee not present.
Staff Member	Brings the completed form to the Business Office, which must be received prior to the start of the semester.
Business Office	Reviews and posts the Waiver. If the student is receiving any other financial aid, the Business Office furnishes a copy of the Waiver to the Financial Aid Office as part of reporting all aid the student (staff member) receives. If the student (staff member) does not have any other aid, the Financial Aid Office does not receive a copy.
Financial Aid	If applicable, includes as part of aid received.
Payroll	Ensures proper taxation is being applied.

A. Work-Required Attendance of Courses

Regular, full-time employees may be requested by their supervisor to take a maximum of one course per semester, in order to improve a job skill(s). The employee will be excused from his/her work station for the hours required to attend the class. Any course fees for the assigned course will be paid by the department requesting the employee's attendance. The hours spent in a work-required course will be considered as hours worked. However, the "Employee Application for Tuition Waiver" must be completed, and approved in advance by the appropriate department head for waiver of fees, and admission to the class approved by the Registrar.

Faculty and support staff must refer to respective collective bargaining agreements for the policy related to Tuition Waivers.

B. Taxable Benefit

LSSU will abide by state and federal laws regarding the taxability of benefits. Tuition benefits are considered taxable under certain conditions.

- Graduate level tuition benefits are always considered taxable for spouses and dependents.
- Graduate level tuition benefits for an employee in excess of \$5,250 in a calendar year are taxable.
- Undergraduate level tuition benefits are taxable for dependents ages 24 and above.
- Undergraduate level tuition benefits become taxable for the calendar year in which the dependent turns age 24.

Additional Social Security and Medicare taxes will be deducted from your paycheck based on the value of the taxable benefit. If the taxable benefit is more than \$500, the deductions will be spread out over several paychecks to minimize the impact on your net pay. Deductions will begin the first pay after the start of the semester.

REVISION HISTORY:

Revision Date	Revision Summary	Revision Made By	Title/Dept.
10/03/11	Changed title from Fringe Benefits: Tuition Fee Grant to Fringe Benefits: Tuition Waiver. Updated procedure. Removed repayment requirement for staff members taking a course but not receiving a passing grade.	T. McLain	President/ Administration
11/4/2024	Change-Add Human Resources signature Add-Payroll taxation as required Add-Taxable Benefit, section B	Y. Brown	Benefits Administrator