



**QUALIFIED TUITION
REDUCTION FOR EMPLOYEES
APPLICATION**

Name: _____

SWOSU ID: _____

Semester: _____

Position Title: _____

Department: _____

Year: _____

Course Number	Course Title	Day & Time Class Meets	Indicate how time absent during work shift will be off-set (EX. AL, CT, Flex hours)	Total Credit Hours

Comments: _____

- Full time employees may request a maximum of 7 hours per semester for Spring/Fall and 3 hours for the Summer semesters.
- Half-time employees may request a maximum of 3 hours per semester.
- Lunch period is excluded from this time.
- Interim courses are counted toward the semester the grade is posted.

Return the completed form to Human Resources office no later than 10 days after the start of the Spring/Fall semester and 5 days after the Summer semester begins.

***If paperwork is turned in after the deadline a half waiver will be applied.**

Employee Signature/Date

Budget Head Signature/Date

Supervisor Signature/Date

Administrative Approval for Full Waiver/Date

EDUCATIONAL ASSISTANCE

Qualified Tuition Reduction for Employees

Fulltime Employee Eligibility

This benefit is available to all individuals who are actively employed by SWOSU in a position that qualifies them for the University's employer paid health insurance benefits and have been employed for one full semester. Individuals whose employment with SWOSU ends may continue to receive the benefit during the semester in which employment ceases.

Halftime Employee Eligibility

This benefit is available to all individuals who are actively employed by SWOSU in a position that qualifies them for the University's employer paid leave benefits and have been employed for one full semester. Individuals whose employment with SWOSU ends may continue to receive the benefit during the semester in which employment ceases.

Benefits

All awards under this benefit require the individual's Supervisor and Budget Head's approval. This award excludes any fees and taxes. Only courses offered by and originating with SWOSU are eligible for tuition award. Employees must complete and submit a Qualified Tuition Reduction for Employees to their Supervisor and Budget Head. Completed forms are to be received by the Human Resources Office no later than the 10th class day of the Fall or Spring semester or the 5th class day of the Summer semester. If paperwork is turned in after the deadline a half waiver will be applied.

Fulltime Employee

Eligible employees may request a full award for seven hours in Spring/Fall and three hours in Summer semesters that assist in the performance of their assigned duties and/or aids them in acquiring new skills to qualify for advancement to meet degree requirements, including general electives.

Halftime Employee

Eligible employees may request a full award for three hours per semester that assists in the performance of their assigned duties and/or aids them in acquiring new skills to qualify for advancement to meet degree requirements, including general electives.

Restrictions

Time away from an individual's work shift taking courses shall be made up at a time mutually acceptable to both the individual and the supervisor. Such make-up plans are to be indicated on the Qualified Tuition Reduction for Employees or, if necessary, attached to the Application. Make-up times are to be consistent and equal to the time away from work, thereby providing a routine work pattern. Make-up of times are to be completed during the work week in which the absence occurred. The lunch period is excluded from this time.

SWOSU, to the extent required by law, prohibits discrimination based upon national origin, race, color, gender, disability, genetic information or age.