



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		EXISTING	X
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</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
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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.

ADMINISTRATIVE PROCEDURE

A. **Applications.** Benefit-Eligible Employees must submit the

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

3.43 / TUITION ASSISTANCE PROGRAM FOR SPOUSES AND DEPENDENT CHILDREN

INITIATING AUTHORITY

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

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.

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~~

1.

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.

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

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

REVISION DATES

A. December 9, 2015

B. December 1, 2018

C. [INSERT PET APPROVED DATE]