Tuition Waiver Policy Matrix

ACTIVE EMPLOYEES

	Criteria	Employee IUP	Spouse IUP	Children	
				IUP	Other SSHE
AFSCME *AFSCME CBA (7/1/07-6/30/11), Appendix R*	1) Employed full-time and eligible for benefits 2) Permanent 3) Effective the session following the completion of the probationary period	100% for 6 credits per semester/summer/up to 128 credits (undergraduate credits only).	100% if the spouse does not already have a bachelor's degree.	100% up to child's first bachelor's degree or age 25, whichever occurs first.	None
APSCUF *APSCUF CBA (7/1/07-6/30/11), Article 21, Section H & University Tuition Waiver Policy*	1) Employed full-time (100%) for both semesters of an academic year 2) Effective the session following the most recent first date of employment	100% for an unlimited number of credits (graduate or undergraduate) at any SSHE University.	100% if the spouse/domestic partner does not already have a bachelor's degree.	100% up to 2 full years past the date of completing their first bachelor's degree; indefinitely if child is dependent for IRS purposes (undergraduate only).	50% up to child's first bachelor's degree or age 25, whichever occurs first.
	1) Employed 50% to 99% for both semesters of an academic year 2) Effective the session following the most recent first date of employment	None	None	100% up to 2 full years past the date of completing their first bachelor's degree; indefinitely if child is dependent for IRS purposes (undergraduate only).	None
OPEIU PDA PSSU *University Tution Waiver Policy*	1) Employed 50% to 100% of full-time and eligible for benefits 2) Permanent 3) Effective the session following the most recent first date of employment	100% for 6 credits per semester/4 credits per summer (undergraduate credits only).	None	100% up to 2 full years past the date of completing their first bachelor's degree; indefinitely if child is dependent for IRS purposes (undergraduate only).	None
SCUPA *SCUPA CBA (7/1/07-6/30/11) Article 37, Section 12*	1) Employed full-time and eligible for benefits 2) Permanent 3) Effective the session following the most recent first date of employment	100% for 6 credits (undergraduate and/or graduate) per semester/summer/up to 128 undergraduate credits or 60 graduate credits or any combination of undergraduate or graduate credits up to 60 credits.	100% if the spouse does not already have a bachelor's degree.	100% up to child's first bachelor's degree or age 25, whichever occurs first.	None

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ACTIVE EMPLOYEES

	Criteria	Employee IUP	Spouse IUP	Children	
				IUP	Other SSHE
SPFPA *SPFPA CBA (9/1/07-8/31/11) Article 44*	1) Employed full-time and eligible for benefits 2) Permanent 3) Effective the session following the completion of the probationary period	100% for 6 credits per semester/summer/up to 128 credits (undergraduate credits only).	100% if the spouse does not already have a bachelor's degree.	100% up to child's first bachelor's degree or age 25, whichever occurs first.	None
Managers *University Tuition Waiver Policy*	1) Employed full-time and eligible for benefits 2) Permanent 3) Effective the session following the most recent first date of employment	100% for 6 credits per semester/4 credits per summer (undergraduate credits only).	100% if the spouse/domestic partner does not already have a bachelor's degree.	100% up to 2 full years past the date of completing their first bachelor's degree; indefinitely if child is dependent for IRS purposes (undergraduate only).	50% up to child's first bachelor's degree or age 25, whichever occurs first.
	1) Employed 50% to 99% of full-time and eligible for benefits 2) Permanent 3) Effective the session following the most recent first date of employment	100% for 6 credits per semester/4 credits per summer (undergraduate credits only).	None	100% up to 2 full years past the date of completing their first bachelor's degree; indefinitely if child is dependent for IRS purposes (undergraduate only).	None

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Coaches *Coaches CBA (7/1/07-6/30/11), Article 15, Section 6 & University Tuition Waiver Policy*	1) Employed full-time and eligible for benefits 2) Effective the session following the most recent first date of employment	100% for 6 credits per semester/4 credits per summer (graduate or undergraduate).	100% if spouse/domestic partner does not already have a bachelor's degree.	100% up to 2 full years past the date of completing their first bachelor's degree; indefinitely if child is dependent for IRS purposes (undergraduate only).	50% up to child's first bachelor's degree or age 25, whichever occurs first.
	1) Employed 50% to 99% of full-time and eligible for benefits 2) Effective the session following the most recent first date of employment	100% for 6 credits per semester/4 credits per summer.	None	100% up to 2 full years past the date of completing their first bachelor's degree; indefinitely if child is dependent for IRS purposes (undergraduate only).	None

Tuition Waiver Policy Matrix

ACTIVE EMPLOYEES

	Criteria	Employee IUP	Spouse IUP	Children	
				IUP	Other SSHE
		None		None	
ROTC: Commissioned Officer *University Tuition Waiver Policy*	1) Work within a chain of supervision that is under the direct authority of the President. 2) Effective the session following date of employment.	100% for an unlimited number of credits (graduate or undergraduate) at any SSHE University.	100% if the spouse does not already have a bachelor's degree.	100% up to 2 full years past the date of completing their first bachelor's degree; indefinitely if child is dependent for IRS purposes (undergraduate only).	None
ROTC: Non-commissioned Officer; enlisted personnel; civilian employees *University Tuition Waiver Policy*	1) Work within a chain of supervision that is under the direct authority of the President. 2) Not a teaching position. 3) Effective the session following date of employment.	100% for 6 credits per semester/4 credits per summer (undergraduate credits only).	None	100% up to 2 full years past the date of completing their first bachelor's degree; indefinitely if child is dependent for IRS purposes (undergraduate only).	None
CO-OP *University Tuition Waiver Policy*	1) Employed 50% with benefits by the Co-op. 2) Effective the session following date of employment.	100% for 6 credits per semester/4 credits per summer (undergraduate credits only).	None	100% up to 2 full years past the date of completing their first bachelor's degree; indefinitely if child is dependent for IRS purposes (undergraduate only).	None

Children shall be defined as:

- a blood descendent of the first degree (offspring);
- a legally adopted child;
- a stepchild;
- a child for whom you are the legal guardian (guardianship must have been established by the child's seventeenth birthday)

Employees may be requested to show proof of adoption or legal relationship.

Domestic Partners must be the same gender and must have a Domestic Partnership Certification on file with the Office of Human Resources.