

**BALL STATE UNIVERSITY
UNDERGRADUATE TUITION REMISSION PROGRAM
(FOR ELIGIBLE SPOUSES AND DEPENDENT CHILDREN)**

Policy Effective Date: August 19, 2017

This tuition remission program provides spouses and dependent children of eligible full-time employees of the University with the opportunity to enroll in undergraduate course work for credit at reduced cost.

A. Employee Eligibility

1. In order for an employee's spouse and/or an employee's dependent children to receive the tuition remission benefit, an employee must meet one of the following eligibility criteria:
 - a) The employee must be a regular full-time employee (as defined in this policy) whose date of employment precedes by at least twelve (12) months the beginning of the semester (fall, spring or summer) their spouse or dependent children elect to participate in this program; or a contract full-time faculty/professional employee (as defined in this policy) with at least twenty-four (24) months of consecutive service prior to the beginning of the semester their spouse or dependent children elect to participate in this program; or a temporary full-time staff personnel employee (as defined in this policy) with at least twenty-four (24) months of consecutive service prior to the beginning of the semester their spouse or dependent children elect to participate in this program.
 - b) An employee described in the above paragraph who becomes disabled after becoming eligible for this program.
 - c) A retired employee who met the eligibility criteria to continue benefits after retirement at the University.
2. The tuition remission program does not apply to spouses and/or dependent children of individuals paid by Ball State University in accordance with terms and conditions of specific contractual agreements between Ball State University and organizations and/or agencies closely associated with Ball State University

B. Spouses and Dependent Children

1. If an employee meets the eligibility requirement in Section A, the following eligible students can receive tuition remission:
 - a) Spouses of eligible employees; however, eligibility terminates upon the divorce of employee and spouse. If date of divorce is during a semester in which a spouse is attending classes, individuals will be allowed to complete the semester in accordance with conditions of this program.
 - i) If the spouse is also an eligible employee (e.g., both individuals are employees), then neither employee would qualify as a spouse under this program. Educational benefits for employees are covered by the existing Employee Graduate Tuition Remission Program or Employee Undergraduate Tuition Remission Program.

- b) Children of eligible employees who meet the definition of “qualifying child” as defined by Internal Revenue Code section 152(c), including adopted children, stepchildren, and children who have such employees as their legal guardian; however, eligibility terminates when the dependency relationship no longer exists. For purposes of this section, a child whose parents are divorced, legally separated under a decree of divorce or separate maintenance, legally separated under a written separation agreement, or lived apart at all times for the last six (6) months of the calendar year is treated as the dependent of both parents if:
 - i) The child receives over one-half (1/2) of the child’s support during the calendar year from one or both of the child’s parents; and,
 - ii) The child is in the custody of one or both parents for more than one-half (1/2) of the calendar year; and,
 - iii) The child qualifies as a dependent of one of the child’s parents under federal income tax laws; and,
 - iv) The child has not attained the age of 19 as of the close of the calendar year in which the taxable year of the taxpayer begins or is a student who has not attained the age of 24 as of the close of such calendar year, or is permanently and totally disabled.
2. In the event of death of the eligible employee, the spouse and/or dependent children of the eligible employee who are enrolled or have been admitted prior to date of employee’s death will be eligible to continue to receive tuition remission in accordance with this policy.
3. For purpose of determining eligibility for a spouse and/or dependent children not enrolled at date of an employee’s death, provisions for eligibility are as follows:
 - a) Deceased employee must have completed at least ten (10) years of continuous employment prior to date of death.
 - b) A widow or widower may continue benefits under this program.
 - c) At time of enrollment in this program, children must be a dependent of the deceased employee’s widow or widower, (if living) under the dependency eligibility requirement as outlined in Section B of this policy; or if employee’s widow or widower is not living, children who have not attained the age of twenty-four (24) as of the close of such calendar year.
 - d) Benefits for widows, widowers, and/or dependent children terminate at the earliest date of the following:
 - i) The date of remarriage; or
 - ii) The date a dependent child no longer qualifies as a dependent of the widow or widower; or
 - iii) In the case of dependent children where employee’s widow or widower is not living, on the close of the calendar year the children reach their 24th birthday.

C. Terms of Participation

The tuition remission program will be available to eligible spouses and dependent children in accordance with the following terms:

1. Eligible Dependent Children:

- a) Eligible students are entitled to a tuition remission equal to 90% of undergraduate basic tuition.
- b) The benefit applies only to undergraduate courses for credit (excluding high school dual credit courses and audit courses).
- c) Students must comply with University admission and retention requirements and be registered for credit classes.
- d) Students must not have previously earned a baccalaureate degree from any institution.
- e) Tuition remissions under this program are limited to four (4) years from the date of first attendance at Ball State University after high school.
- f) Students receiving scholarship and/or grant awards restricted to tuition and/or fees will be required to use those awards first, to the extent that is consistent with applicable federal and state laws and regulations, with the spouse and/or dependent children tuition remission benefit providing for the balance, not to exceed the maximum allowable amount of tuition remission.
- g) An application for tuition remission under this program must be submitted no later than 5:00 p.m. the first day of classes of the semester in which the student is being enrolled and is not retroactive to prior semesters. This includes the first day of summer semester for all summer classes, regardless of the summer session for which the tuition remission is requested.
- h) Students eligible for this program will be allowed to continue tuition remission benefits during the semester even though the employee may have less than full-time or no employment during said semester provided employee had an approved full-time appointment for the preceding academic/fiscal year.
- i) If the student drops courses or withdraws from school during the refund period any refund applicable to the tuition remission will revert to the University.
- j) The tuition remission for students will be discontinued at the conclusion of the semester in which the eligible employee leaves the University through resignation or other termination, with the exception of retired employees who meet the eligibility criteria outlined in Section A.1(c).

2. Eligible Spouses:

- a) Eligible students are entitled to a tuition remission equal to 90% of undergraduate basic tuition.
- b) The benefit applies only to undergraduate courses for credit (excluding high school dual credit courses and audit courses).

- c) Students must comply with University admission and retention requirements and be registered for credit classes.
- d) Students must not have previously earned a baccalaureate degree from any institution.
- e) Tuition remission under this program is limited to 134 credit hours of undergraduate study. There is no time-limit restriction for eligible spouses.
- f) Students receiving scholarship and/or grant awards restricted to tuition and/or fees will be required to use those awards first, to the extent that is consistent with applicable federal and state laws and regulations, with the spouse and/or dependent children tuition remission benefit providing for the balance, not to exceed the maximum allowable amount of tuition remission.
- g) An application for tuition remission under this program must be submitted by **5:00 pm** the first day of classes for the semester in which the student is being enrolled and is not retroactive to prior semesters. This includes the first day of summer semester for all summer classes, regardless of the summer session for which the tuition remission is requested.
- h) Students eligible for this program will be allowed to continue tuition remission benefits during the semester even though the employee may have less than full-time or no employment during said semester provided employee had an approved full-time appointment for the preceding academic/fiscal year.
- i) If the student drops courses or withdraws from school during the refund period any refund applicable to the tuition remission will revert to the University.
- j) The tuition remission for students will be discontinued at the conclusion of the semester in which the eligible employee leaves the University through resignation or other termination, with the exception of retired employees who meet the eligibility criteria outlined in Section A.1(c).

D. Exclusions to the tuition remission policy are listed below:

1. Study Abroad
2. Dual Credit (High school students)
3. I.E.I (International English Institute)
4. Audit Courses
5. Any High school students taking college courses

E. Termination of Program

This tuition remission program may be suspended or terminated at the Board of Trustee's discretion at the end of any semester if the Board determines that financial, academic, or other circumstances require such action. If the Board so decides, any such suspension or termination may apply to students who are then participating in the program as well as to students who have not yet enrolled.

F. Definitions

1. Regular full-time employee – An employee in one of the following categories:
 - a) Regular faculty/professional personnel and continuing contract professional personnel who are assigned full-time employment for the academic year, or at least ten (10) months of the fiscal year, or on approved leave other than personal leave; or
 - b) Staff personnel and service personnel who are regularly scheduled to work at least forty (40) hours per week and assigned on a regular full-time basis for the academic year or fiscal year or at least nine (9) months of the fiscal year or on approved leave other than personal leave.
2. Contract full-time faculty/professional employee – A contract full-time faculty member or professional employee who is assigned for the academic year or at least ten (10) months of the fiscal year, or on approved leave other than personal leave.
3. Temporary full-time staff personnel employee – A temporary full-time staff personnel employee who is assigned full-time employment for the academic year or at least ten (10) months of the fiscal year, or on an approved leave other than personal leave.
4. Date of Employment – Refers to the employee’s current hire date. In the event of a break in service with the University, date of employment refers to the most recent date of re-employment. For purposes of the program, faculty and staff on an academic year appointment having an approved employment date on the beginning date of an academic year, the twelve month period of continuous employment will be completed at the beginning of the next academic year.
5. Spouse – A person to whom the Eligible Employee is legally married under Federal tax law.
6. Dependent - Children of eligible employees who meet the definition of “qualifying child” as defined by Internal Revenue Code section 152(c), including adopted children, stepchildren, and children who have such employees as their legal guardian; however, eligibility terminates when the dependency relationship no longer exists. For purposes of this section, a child whose parents are divorced, legally separated under a decree of divorce or separate maintenance, legally separated under a written separation agreement, or lived apart at all times for the last six (6) months of the calendar year is treated as the dependent of both parents if:
 - a) The child receives over one-half (1/2) of the child’s support during the calendar year from one or both of the child’s parents; and,
 - b) The child is in the custody of one or both parents for more than one-half (1/2) of the calendar year; and,
 - c) The child qualifies as a dependent of one of the child’s parents under federal income tax laws; and,

- d) The child has not attained the age of 19 as of the close of the calendar year in which the taxable year of the taxpayer begins or is a student who has not attained the age of 24 as of the close of such calendar year, or is permanently and totally disabled.

6/24/1983

1st Rev. 4/4/86

2nd Rev. 5/23/86

3rd Rev. 5/20/88

4th Rev. 12/18/98

5th Rev. 7/22/11

6th Rev. 10/17/12

7th Rev. 7/17/15

8th Rev. 3/21/16

9th Rev. 7/1/17

10th Rev. 7/15/21 – ServiceNow system update.