

BALL STATE UNIVERSITY
EMPLOYEE UNDERGRADUATE TUITION REMISSION PROGRAM
(FOR FACULTY, PROFESSIONAL AND STAFF PERSONNEL)

The following conditions apply to all full-time tenure, tenure track and contract faculty, all full-time continuing contract and contract professional personnel, all full-time and temporary staff personnel assigned to work for a full academic year or a full fiscal year, and retirees who have been granted retirement, emeritus or honoratus status, who meet the normal **undergraduate** admission requirements of the University and is admitted as an undergraduate student at Ball State University.

The eligible employee is entitled to a remission of 100% of basic tuition, student services fee, health services fee, recreation fee, online course fee, and the transportation fee.

1. An employee needing an Undergraduate Application for admission to the University must obtain the application from the website of the Office of Undergraduate Admissions. The undergraduate application fee is waived for an employee.
2. An eligible employee may enroll for up to six (6) credit hours per fall semester, up to six (6) credit hours per spring semester, and up to six (6) credit hours during any combination of summer terms. All Ball State classes are included in the credit hours limitations.
3. A staff personnel employee must have completed his or her probationary period prior to the start of the semester. The official University start date each semester or summer term will determine eligibility to enroll in classes for an employee completing a probationary period. Staff personnel have a 90-day probationary period. Professional and Faculty do not have a probationary period.
4. An application for tuition remission under this program must be submitted in ServiceNow by 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.

After registration for classes is completed, the employee must submit the online ServiceNow form. After approval by the supervisor, administrative head, and vice president of the area, this request is forwarded to PEB for final review and clearance. Requests received by PEB after the first day of the semester will not be accepted and/or approved for that semester.

5. The course(s): (a) must be taken outside scheduled working hours, or (b) an equivalent adjustment must be made in the employee's work schedule, or (c) the time away from work must be deducted from the employee's posted vacation balance, or (d) an equivalent adjustment must be made in the employee's pay. The supervisor will specify if option a, b, c, or d is applicable. An employee will not be permitted to register for more than one class for a maximum of four (4) credit hours per semester or summer term during his or her regular work schedule.
6. The employee will be required to repay tuition remission if:
 - A. The employee does not complete the course(s) in which he or she is registered (unless dropped during Drop/Add or cancelled prior to the start of the term).

- B. The employee does not achieve a grade of "C-" or above for undergraduate level courses or "Pass" for courses utilizing the "Pass/Fail" option. Any form of "W" as a grade is unacceptable. The Employee Undergraduate Tuition Remission Program Request Form that is electronically signed when submitted in ServiceNow will authorize the University to have access to the employee's course grade(s).
 - C. The employee receives a mark of "Incomplete" ("I"), and it is not converted to a passing grade within one calendar year following the end of the term in which the course was taken or the date employment terminates, whichever is earlier.
 - D. The employee withdraws from the University after the date specified for a 100% tuition refund according to the University's refund schedule.
 - E. The employee voluntarily or involuntarily terminates employment prior to the completion of the term in which the course was taken, except on account of retirement, death, or disability.
7. An employee with any of the following may not use the Employee Undergraduate Tuition Remission Program: a past-due balance, a "Hold" on his/her University record, a delinquent account, or a "Voluntary Payroll Deduction Loan."
 8. The employee may not have the tuition remission applied to the same course more than once (i.e., retakes, repeats). While some courses at the University are available for multiple total credits, tuition remission is not applicable for enrollment taken beyond course catalog recommended total credits.
 9. Military personnel who are assigned for regular duty as members of the ROTC staff are eligible for tuition benefits during the duration of their Ball State University assignment. Paper application forms will need to be submitted for these individuals.
 10. Under an approved unpaid Leave for Study, an eligible employee using the Employee Undergraduate Tuition Remission Program may enroll at Ball State University for up to eighteen (18) credit hours per fall semester, up to eighteen (18) credit hours per spring semester, and up to eighteen (18) hours during any combination of summer terms for a maximum enrollment of (fifty-four) 54 credit hours in a 12-month period.
 11. The Employee Undergraduate Tuition Remission Program does not apply during Personal Leave, Mutual Leave, Emergency Leave, Extended Sick Leave, or Extended Personal Sick Leave of Absence.
 12. When an employee (with the exception of an apprentice trainee in the Skills Training Program) is requested by the appropriate administrative head to enroll in a course(s) which is/are directly related to the employee's assigned University responsibilities, the time away from work to attend class(es) shall be considered part of the employee's regular work schedule. Class attendance shall not take priority over the work to be performed except as outlined in the preceding sentence.
 13. An employee is eligible for remission of tuition for a given semester or combination of summer terms under only one of the following programs: the "Employee Undergraduate Tuition Remission Program" or the "Employee Graduate Tuition Remission Program."

14. Late fees or any other fees incurred by the employee are the responsibility of the employee.

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

A. Study abroad

B. I.E.I- International English Institute

3/24/00

1st Rev. 07/22/2011

2nd Rev. 07/19/2013

3rd Rev. 12/13/2013

4th Rev. 07/17/2015

5th Rev. 03/21/2016

6th Rev. 10/31/2019 – Removed service personnel from policy since separate service policy was approved at
Sept. 2019 Board Meeting.

7th Rev. 07/15/2021 – ServiceNow system update.

8th Rev. 10/01/2021 – Added online course fee.