**Tuition Waiver**

As a result of a coordinated effort by multiple University departments including Human Resources, the Bursar’s Office, Controller’s Office and University Technology Services, the tuition waiver approval and application process will now be entirely online.  As part of this new procedure, there also will be some additional administrative changes. **These changes will take effect beginning with the Summer Interterm registration, which begins on April 16.**

**IMPORTANT:  There will be no changes to the benefits or process for your children utilizing the tuition waiver benefit.**

**Why are we changing the process?**

 These changes make the tuition waiver sign-up process easier for employees and supervisors.  It also will increase operational efficiencies and help make federal reporting more accurate.

**What is not changing?**

No changes were made to the [Trustee-Approved Tuition Waiver Policy](http://www.du.edu/bfa/media/documents/policy/documents/Tuition_waiver9-12.pdf).   You and your spouse/partner will still receive the same number of waived credit hours each plan year as before.

 **What is changing?**

*Currently:*  You must request eligibility verification in writing, for yourself and/or your spouse/partner each term in order for the waiver to be applied.

*New Procedure:*  The tuition waiver benefit will be available to you immediately upon meeting eligibility requirements. You will not need to request verification for yourself.  You must request a waiver for your spouse/partner only once.

*Currently:*  The waiver isn’t applied to a specific class.

*New Procedure:*  Following registration, you will need to log into webCentral to formally accept the waiver benefit and designate what class you would like the waiver to cover. This will provide you with more control over how you utilize your benefit.

*Currently:*  If you are taking a graduate-level course, you must complete a paper job relatedness form and submit it to your supervisor for approval.  Once this has been completed, the form must be provided to Human Resources for processing.

*New Procedure*: As part of the online sign-up process, you will be prompted to identify courses that may be considered job related.  The CRN and course description, along with your short explanation of job relatedness, will be send to your supervisor via workflow/email. Your supervisor will be able to review and approve the request through webCentral.

*Currently*:  The policy allows for a set number of credit hours to be waived per term, based on your FTE status.

*New Procedure:*  The year has been divided into periods, which have been grouped according to their approximate start dates.  This will better reflect the varied course sessions on campus – such as semesters, quarters, interterms, etc. The total amount of credit you receive will remain unchanged.  A chart detailing eligibility per period is available at <http://www.du.edu/hr/benefits/tuition_waiver_benefit_overview.html>