

Tuition Waiver for Graduate Program at Southeastern University
Revised 5/08

All full-time staff employees who have been employed by Southeastern University for 12 months of continuous and current full-time service are eligible to apply for tuition waiver in the Southeastern University Graduate Studies Program. Staff employees at director-level or above are eligible to apply for the waiver immediately.

Following the required waiting period for tuition waiver, full-time employees may enroll without cost for tuition in classes at Southeastern University provided such attendance does not adversely affect completion of assigned duties as related to their employment at the university. Employees are not paid for the time spent in class or study related to the class. The maximum number of credit hours allowed per term that coincides with the employee's work schedule is three (3) credit hours. Employees may work to make up the time at the discretion of the supervisor. Written approval from the employee's supervisor and administering vice president is required on the tuition waiver form. After obtaining appropriate signatures, the form must be forwarded to the Human Resources office and will be submitted to the Cabinet for final approval.

Current benefits related to tuition waiver as well as those benefits for the following year will be suspended if the employee does not maintain a minimum of a "B" in any given term. Benefits will not be allowed for auditing of courses or for courses unrelated to an approved program of study.

If an employee has an outstanding balance on their individual Southeastern University student account, the employee will not be eligible to register for classes at Southeastern University or be eligible for the employee tuition waiver until the balance is paid in full.

Tuition may also be waived, for the spouse and unmarried children (up to age 25, and children in this age group who marry while a student at Southeastern University) of regular full-time staff members who have three (3) or more years of continuous and current full-time service. Tuition may also be waived for the spouse and unmarried children (up to age 25, and children in this age group who marry while a student at Southeastern University) of full-time department directors (no waiting period required).

Any income tax assessments resulting from utilization of this benefit are the responsibility of the employee.

The Tuition Waiver for Graduate Program studies may be amended or abolished at any time by action of the Cabinet of the university without prior notice.