

**Tuition Waiver for Undergraduate Program at Southeastern University
(Revised 7/17/08)**

All full-time staff employees who have been employed by Southeastern University for one (1) year of continuous and current full-time service are eligible for tuition waiver for tuition not covered by federal or state financial aid grants. All applicants for tuition waiver taking six (6) credit hours or more are required to apply for financial aid.

Following the required waiting period for tuition waiver, full-time staff members may enroll without cost for tuition in resident 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. 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.

Tuition not covered by federal or state financial aid grants will also be waived for the spouse and unmarried children (up to age 25, and children in this age group who marry while a full time, continuous student at Southeastern University) of full-time department directors. Tuition not covered by federal or state financial aid grants will also be waived for the spouse and unmarried children (up to age 25, and children in this age group who marry while a full time continuous student at Southeastern University) of regular full-time staff members who have three (3) or more years of continuous and current full-time service. Eligibility of the staff member must be met prior to the marriage of the child. No child of an employee is eligible for tuition waiver if married before the parent's eligibility is established.

If an employee or their eligible tuition waiver spouse and/or child have an outstanding balance on any of their individual Southeastern University student accounts, the employee, the employee's spouse and/or child are not eligible to register for classes at Southeastern University or be eligible for the employee tuition waiver until the balance or balances are paid in full.

Should a student receiving a tuition waiver be placed on academic deficiency, academic probation or disciplinary probation, the student would not be eligible to renew the waiver until the deficiency is corrected and/or the probation is lifted.