

 WEBER STATE UNIVERSITY	TUITION BENEFITS FOR NON-SALARIED EMPLOYEES	No. 3-42a	10-12-2009

I. REFERENCES

PPM 3-45, Fringe Benefits

II. DEFINITIONS

- A. Program Differential Tuition – a per credit hour surcharge assessed by certain WSU programs.
- B. Course Fees – charges assessed to finance expenses unique to a particular course.
- C. Self-Supporting Program – a course or a set of courses which rely on the tuition assessment from the program to pay all program expenses (no state funds are used). The fees assessed are usually a flat fee per credit hour, semester, or program. Generally, these are Continuing Education (CE) programs (contact CE for more information). Students of these programs are not assessed tuition and fees according to the established tuition and fee schedule (see Section III.F.).
- D. Non-Salaried Employees -- Employees who may be paid for hours worked or by project who do not qualify for benefits defined in PPM 3-45 (except as noted).
 1. Hourly Student - an hourly employee who is not in the federal work-study program and who qualifies for exemption from FICA under IRS regulations.
 2. Federal Work Study Student - an hourly employee who is in the federal work-study program and who qualifies for exemption from FICA under IRS regulations.
 3. Hourly Non-Student - an hourly employee who does not qualify for exemption from FICA under IRS regulations.
 4. Adjunct Faculty - An individual having professional or specialized training, employed on a temporary or part-time basis, to provide University instruction.
 5. Clinical Faculty - An individual whose continuing professional activities do not relate primarily to University affairs but who makes a substantial, regular contribution to the academic activities of the institution. For purposes of this policy, the clinical faculty must contribute at least 40 clock hours per semester to be eligible.

6. Concurrent Faculty - Faculty in high schools which have been approved by the respective departments at WSU to teach concurrent enrollment courses.

III. POLICY

- A. Hourly students, federal work study students, and hourly non-students, as defined in II.C.1-3, are not eligible for tuition benefits.
- B. Adjunct Faculty - An adjunct faculty may receive 1 credit hour graduate or undergraduate tuition and student fees per semester for every credit hour taught, up to a maximum of 6 credit hours per semester.
 1. The spouse or children of adjunct faculty are not eligible to receive tuition benefits.
 2. This benefit is only available to the primary instructor.
 3. The benefit is only available to adjunct faculty during the semester that they are associated with Weber State University.
- C. Clinical Faculty - Clinical faculty may enroll for a maximum of 6 credit hours of graduate or undergraduate tuition per semester without payment of tuition or student fees.
 1. The spouse or children of clinical faculty are not eligible to receive tuition benefits.
 2. The benefit is only available to clinical faculty following the semester that they are associated with Weber State University.
- D. Concurrent Faculty - A concurrent faculty may receive 1 credit hour graduate or undergraduate tuition and student fees per semester for every credit hour taught, up to a maximum of 6 credit hours per semester.
 1. The spouse or children of concurrent faculty are not eligible to receive tuition benefits.
 2. This benefit is only available to the primary instructor.
 3. If the concurrent faculty member teaches classes associated with Weber State University's Fall Semester, then s/he can use the benefit during the current Fall or Spring Semester.
 4. If the concurrent faculty member teaches classes associated with Weber State University's Spring Semester, then s/he can use the benefit during the current Spring or Summer Semester.

- E. Adjunct, clinical, and concurrent faculty must apply at Human Resources every semester in order to receive this benefit.
- F. Program differential tuition is not waived (see Definition II.A.) for adjunct, clinical, and concurrent faculty.
- G. The adjunct, clinical, and concurrent faculty enrolling in courses which require course fees must pay the course fees for those courses.
- H. Tuition waivers are **not** cumulative from semester to semester. For instance, if an individual (who is eligible for 6 semester hours) takes a 3-hour class Fall Semester, s/he cannot save the other 3 hours to use during Spring Semester.
- I. Continuing Education Self Supporting Programs -- Adjunct, clinical, and concurrent faculty enrolled in self-supporting courses or programs do not receive the employee tuition benefit as described in this policy. However, some programs or courses may provide an employee discount (contact Continuing Education for details). All discounts applicable to the self-supporting courses or programs will be subject to the following qualifications:
 - 1. A sufficient number of tuition-paying students must be enrolled to run the class under normal decision guidelines. In addition, all direct costs must be covered before any tuition discounts can be applied.
 - 2. Space must be available in the class without excluding tuition-paying students.