

EMPLOYEE TUITION WAIVER PROCEDURES

AUTHORITY:

UHP: UHP Contract Article 21.8
Managerial/Confidential: By Action of the Board of Trustees

The University shall provide a waiver of tuition or a partial waiver of credit fees, equivalent to tuition, for undergraduate and graduate courses on a space available basis. To qualify for a graduate waiver, the employee must either be a matriculated student or the class must be work related.

- The availability of space shall be determined as follows:
 - Tuition based courses – Space availability is determined on the first day of classes.
 - Credit based courses – Space availability is determined on the second day of classes.
- The waiver applies to the Fall and Spring semesters **only**.
- The employee must be employed a minimum of 50%. The waiver will be prorated to the percent of employment above 50%.
- There is no credit limit under the waiver program.
- If the course/s are taken during the employee’s regular working hours, a Temporary Flexible Schedule request must be completed by the employee, and approved by the employee’s manager.

SPECIFICALLY EXCLUDED:

- General University Fees, or any other fees.
- Intersession, summer session, or laboratory classes.
- Graduate Courses taken at UConn Health for Managerial/Confidential Employees

PROCEDURES

1. Employee completes tuition waiver request using online portal –
https://helleap-prod2.its.uconn.edu/apps/landing/org/app/5af486f2-d9a1-44b3-8b5c-2330e636b049/launch/index.html?form=F_Waiver
2. Application is electronically routed to manager, HR, and Bursar’s Office

Deadlines: 10th day of classes

For Questions: 860-679-2426