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Policy Information

Effective Date:

September 1, 1988

Last Revised Date:

April, 2015

Reference:

Classified Staff Human Resources Policy Manual 217.0

University Handbook for Appointed Personnel 10.09

Responsible Unit:

Division of Human Resources

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Policy

The University provides a Qualified Tuition Reduction (QTR) program that enables eligible individuals to enroll in courses of study at reduced registration fees. The Qualified Tuition Reduction is reciprocal among the three state universities.

Eligibility

Employees

Eligible employees who work .50 FTE through 1.0 FTE may register for up to 9 credit hours per regular semester, up to 6 credit hours per regular summer session, and up to 4 credit hours per winter session at the reduced rate of \$25. The Qualified Tuition Reduction does not include any laboratory, course, or materials fees. Eligibility for this benefit begins on the first day of their full-benefits-eligible employment.

Spouses

Spouses of eligible employees who register for 1–9 credit hours per regular semester and 1–6 credit hours per summer session shall pay the reduced rate of \$25 per semester, winter session, or summer session for the total number of credit hours, plus any laboratory, course, or materials fees. Spouses who register for credit hours in excess of 9 per regular semester and 6 per summer session shall pay actual resident tuition for those hours over the stated cap. Eligible spouses may enroll at the special rate for classes that begin subsequent to the employee's date of employment.

Dependents

Dependent children of eligible employees may register for one or more courses at the rate of 25 percent of the full fees plus any laboratory, course or materials fees. Eligible dependent children may enroll at the special rate for classes that begin subsequent to the employee's date of employment. A dependent child is defined as one who is less than age 30 as of the first day of the semester for which application is made for reduced registration fees and who is eligible to be claimed as a dependent for federal tax purposes.

Retirees

Retired employees, and their spouses and eligible dependent children, who were eligible for Qualified Tuition Reduction at the time of the employee's retirement, may continue to be eligible under the same terms and fee schedule as eligible employees if they

- have completed at least five (5) years of continuous, eligible employment immediately preceding retirement;
- are receiving a retirement annuity under an Arizona university-sponsored retirement program;
- are at least 50 years old; and
- were not terminated for cause by the University.

University of Arizona police officers who retire before age 50 pursuant to the provisions of the Arizona Public Safety Personnel Retirement System and who have completed five (5) continuous years of eligible employment in the Arizona University System immediately preceding retirement, and their spouses and dependent children, are eligible for the Qualified Tuition Reduction benefit.

Leave of Absence

Employees on an approved leave of absence, and their spouses and eligible dependent children, continue to be eligible for the Qualified Tuition Reduction for the duration of the approved absence.

Layoff/Reduction in Force

Otherwise eligible classified staff employees whose positions have been eliminated as a result of a reduction in force, and their spouses and dependent children, are eligible to receive the Qualified Tuition Reduction benefit for a period not to exceed 12 months from the effective date of the layoff/reduction in force if the classified staff employee has been employed at least five (5) consecutive years at the University immediately prior to the effective date of the layoff and he or she received a satisfactory or better performance evaluation. Classified staff employees who have been laid off, and their spouses and dependent children, may continue to receive the QTR benefit for any semester or summer session when registration for classes for that semester or session occurs at least one day before the expiration of the 12-month period from the layoff effective date.

Spouses/Dependents of Deceased Employees

Upon the death of an eligible employee, retiree, or employee who terminated employment for reasons relating to his or her long-term disability, with at least five (5) continuous years of full-time employment with the University, the employee's spouse and/or otherwise eligible dependent children may enroll with the Qualified Tuition Reduction. The spousal benefit terminates at the time a surviving spouse remarries. The dependent benefit terminates at the time the dependent becomes 30, is no longer claimed as a dependent by the surviving spouse or estate, or the surviving parent remarries.

Affiliated Unit Employees

Employees of an affiliated unit and their spouses and dependent children may qualify for inclusion under the provisions of this policy, with the approval of the President or designee, if the employee is a member of an ROTC unit or if an approved written contract exists between the University and the affiliated unit that expressly grants Qualified Tuition Reduction to employees of the affiliated unit.

Other

Otherwise eligible employees who terminate employment for reasons relating to their long term disability, and their spouses and dependent children, are eligible to participate if they have at least five (5) years of continuous eligible service with the University immediately preceding their separation from employment. If the employee's long-term disability benefits cease, the employee ceases to be eligible for the Qualified Tuition Reduction benefit.

General

The reduction of fees under this policy does not include expenses such as library and laboratory fees, books, supplies, and other special course fees. Also excluded from this policy are correspondence courses.

This policy is not intended to limit the total number of credit hours an employee may take; however, credit hours taken in excess of the limits specified in this policy shall be paid for by the employee at the actual resident tuition rate for those hours.

Employees and their spouses are not eligible for student perquisites such as, but not limited to, student activity tickets or student health insurance programs.

Employees may enroll for courses during normal work hours with prior approval from their responsible administrators, directors, or department heads, providing the time lost from work (including travel to and from class) is made up during the same workweek.

Fee Rates—Tuition and Registration Costs

Information on tuition and registration costs is available from the [Bursar's Office](#) [2].

Frequently Asked Questions*

Frequently Asked Questions about Tuition Reduction Programs [3]

Related Information*

Qualified Tuition Reduction enrollment forms are available on UAccess > Employee Self-Service

Information on tuition and registration costs is available from the Bursar's Office or [online](#). [4]

[Arizona Board of Regents Policy 6-902. Qualified Tuition Reduction Program](#) [5]

Revision History*

August 2005

December 2004

Source URL:

<http://tobaccofree.arizona.edu/employmenthuman-resources/qualified-tuition-reduction>

Links

[1] <mailto:hradmin@email.arizona.edu>

[2] <http://www.bursar.arizona.edu/students/fees/index.asp>

[3] <https://hr.arizona.edu/employees-affiliates/benefits/educational-benefits#hdr-12>

[4] <http://www.bursar.arizona.edu/students/fees>

[5]
<https://public.azregents.edu/Policy%20Manual/6-902-Qualified%20Tuition%20Reduction%20Program.pdf>