



Policy Title: HR5040 - Tuition Assistance for Employee and Dependents

Subject Area: Human Resources

Responsible Official(s): Executive Vice President and Chief Operating and Financial Officer

Responsible Office(s): Human Resources

Policy Statement

The University of Memphis is committed to the continued professional growth and development of employees, their spouses and their eligible dependent children. This policy establishes the provisions for discounts for undergraduate student fees for spouses and eligible dependent children of regular full-time and regular part-time employees of the University of Memphis and encourages continuing education at a Tennessee public higher education institution. The available programs are subject to funds being budgeted and available within the institution.

Definitions

Dependent Children – For purposes of this program, dependent children shall be defined as:

- The employee's natural children, stepchildren, and/or legally adopted children who are 26 years of age or younger, and
- Any other individuals who are 26 years of age or younger and living in a parent/child relationship with the employee, such as children of deceased parents who are being raised by a grandparent who is a University employee.

The institution, at its discretion, may require satisfactory proof of the relationship or criteria qualifying an employee's dependent for eligibility under this program.

Regular Full-Time Employee – A full-time regular employee is an individual who works an average of at least thirty-seven and a half (37.5) hours during the work week.

Regular Part-Time Employee – An employee who works less than 37.5 hours per week.

Public Higher Education – A post-secondary institution operated by the Tennessee Board of Regents, the University of Tennessee system, or other state governing board operated institution of higher education.

Procedures

Eligibility

Spouses and dependent children of regular full-time and part-time employees who have been admitted to any of the public institutions of higher education in Tennessee as undergraduate students, are eligible for a student fee discount.

Spouses and dependent children of regular part-time employees who have one or more years of continuous service within the University of Memphis and works a minimum of fifty percent (50%) time, shall receive a pro rata discount based on the percent of effort currently worked by the employee. Part-time employees with temporary service immediately preceding regular service shall receive credit for such temporary service if they are eligible for leave accrual adjustments.

Date of Eligibility

The status of the employee on the first day of classes for each term shall be used to determine eligibility and the amount of the student fee discount for his or her spouse and/or eligible dependent children. A change in employee status after the first day of classes shall not affect eligibility for the fee discount for that semester.

General

Undergraduate Fee Discount for Spouses and Eligible Dependent Children of Employees

Spouses and eligible dependent children may receive a fee discount of up to 50% for undergraduate courses taken at the University of Memphis or another public Tennessee higher education institution. This discount, which includes undergraduate maintenance fees and mandatory fees such as debt service fees, student activity fees, general access fees, and technology access fees, is applicable to coursework up to and including full-time study.

If the spouse or eligible dependent child is receiving Title IV Financial Aid, the employee must notify the Financial Aid Office.

Fee Waiver - Full-time Faculty and Staff

Employees shall be eligible for enrollment in one (1) course (up to 4 credit hours) per semester at any state supported college or university or state technology center without paying tuition charges, maintenance fees, student activity fees or registration fees.

Staff Scholarship for Employees

Based on the availability of funds, regular full-time and part-time University staff may take advantage of educational assistance to attend public higher education institutions in Tennessee. Job performance and University goals must receive priority at all times.

Fee Waiver and Staff Scholarship courses taken while employed in a regular position at the University of Memphis, should be taken outside of normal work hours. However, with the approval of the supervisor/manager, an employee's work schedule may be altered to allow for one course per semester taken during normal work hours. In all cases, the time missed from work must be made up within the same work week.

University employees must meet all admission requirements and are subject to all academic regulations as are other students at the Tennessee higher education institution.

Benefits After Retirement or Death of an Employee

Retirees with ten (10) or more years of service are eligible for the Staff Scholarship.

Spouses of employees having 10 or more years of continuous full-time service within the Tennessee public higher education system immediately preceding retirement or death are eligible for the fee discount for five years from the date of death or retirement of the employee whichever shall occur first. Dependent children of such employees are eligible for the fee discount through age 26.

Spouses of employees having less than 10 years of full-time continuous service immediately preceding retirement or death are eligible for the fee discount for two years from the date of death or retirement of the employee, whichever shall occur first.

Dependent children of employees having less than 10 years of full-time continuous service immediately prior to retirement or death are eligible for the 50% discount for two years or through age 26, whichever comes first. However, in accordance with TCA§ 8-50-115, dependents under age 24 at the end of the two-year period become eligible for a 25% discount if the parent died while employed full-time or was killed on the job or in the line of duty while a full-time employee.

Spouses of employees who had 10 or more years of regular continuous part-time service immediately preceding retirement or death are eligible for the fee discount on a pro rata basis for two years from the date of death or retirement of the employee. Dependent children of such employees are eligible for the fee discount for two years or through age 26, whichever comes first. The pro rata discount will be based on the percent of effort worked by the employee at the time of retirement or death.

Leaves of Absence

Employees who are on leave of absence with pay will retain eligibility under this policy; the employee's percent of effort immediately prior to the effective date of the leave of absence shall determine the amount of the student fee discount.

Employees who are on leave of absence without pay are not eligible under this policy unless the leave of absence is (1) due to an on-the-job injury, (2) in compliance with the provisions of the Family and Medical Leave Act of 1993, or (3) approved by the institution to permit the employee to engage in teaching or other job-related activities intended to increase their efficiency as employees.

Additional Educational Benefits

The University addresses other educational guidelines and benefits for general state employees, students aged 65 and over, dependents of public-school teachers, and, in some cases, dependents of veterans who died as a direct result of injuries received, or officially reported as being either a prisoner of war or missing in action while serving honorably as a member of the United States armed forces during a specified period of time. Please refer to <https://www.memphis.edu/usbs/fees/discounts-waivers.php>

Related Documents, Policies and Forms

[Retiree Spouse/Dependent Tuition Discount Form](#)

[Retiree Staff Scholarship Application Form](#)

[Educational Benefits Program Portlet](#)

[Tuition Assistance Process](#)

[University Student Business Services \(USBS\) Deadline Calendar](#)

Last Revision Update Log: 09/04/2024

HR5040 – Supersedes UM1822 March 22, 2018

UM1822 – Issued September 8, 2017