

SVSU Tuition Waiver

The following employee groups are eligible for tuition waiver benefits:

- full-time faculty, administrative professionals & support staff
- benefit eligible part-time employees scheduled to work twenty (20) hours or more a week
- SVSU retirees
- adjunct faculty (please refer to the Adjunct Faculty Tuition Waiver Form for benefit details and instructions)

Qualified employees are eligible to receive 75% of their tuition waived. In addition, their spouse or domestic partner and dependents (*children and stepchildren under the age of 30**) may receive a 50% tuition waiver. The University does not have a limit on the amount of credits required in order to receive tuition waiver benefits.

Graduate Courses:

Tuition waiver is available for Saginaw Valley State University graduate courses; however, in some cases it may be considered a taxable benefit. *Spouse and dependent graduate course tuition waiver is always considered a taxable benefit to the employee.* The taxable value is computed each semester and is included in compensation over a number of pay periods during the semester. Graduate tuition waiver for the employee it is considered a taxable benefit once the cumulative waiver exceeds \$5,250 during the calendar year. This typically occurs in the fall semester. For questions, please contact the Payroll Office at (989) 964-4230.

How It Works:

1. Complete the Tuition Waiver Request and submit the form to Human Resources *prior to the beginning of the semester in which you or your spouse/dependents wish to enroll.*
2. The tuition discount is applied after tuition and fees are assessed.
3. Contact the Campus Financial Services Center if the tuition discount does not appear on the student financial account.

Adjusting Work Hours to Accommodate Classes:

Your supervisor does not need to give you permission to use the Tuition Waiver program unless work schedules need to be adjusted to allow employees to take classes during normal working hours. According to the Support Staff Contract, Support Staff need written permission from the appropriate Vice President. This permission includes an agreement to make up hours or utilize paid or unpaid leave time. Administrative Professional employees must also have approval from his/her superior to take classes during working hours.

*Must be under the age of 30 during the entire academic term to receive tuition waiver benefits.

