

Overview of Policy 2209

Policy Summary

University employees are eligible to enroll in classes and related laboratories each Academic year (from mid-August through mid-August the following year)

Applies to all George Mason University:

- full and part-time faculty,
- staff,
- as well as non-student wage employees

Not applicable for:

- full-time students (primary relationship with Mason is the pursuit of an academic degree while working part-time)
- graduate assistants, <http://provost.gmu.edu/support/GradSupGuide0607.pdf>
- and student wage employees <http://universitypolicy.gmu.edu/2222adm.html>

Fees Covered

- tuition,
- lab,
- course,

Provisions

- Employee tuition exemptions cannot be applied against other charges
- not refundable
- must be current and actively employed with the University
- not granted retroactively or in anticipation of future work

Eligibility - Full-Time Faculty and Staff - position identified as 1.0 FTE (40 hours per week)

- 12 credit hours to be used in any combination during the Academic year,
- Can not exceed 6 credit hours in any semester or summer term
- commences upon employment and extends through the semester or summer term

Eligibility - Part-time Faculty/Adjuncts

- Can not exceed 4 credit hours in any semester or summer term
- Can not exceed 8 credit hours in any combination during the academic year
- Commences upon employment and extends through the semester or summer term

Eligibility - Staff - position identified as at least .5 FTE (20 hours per week) and less than 1.0 FTE (40 hours per week)

- 8 credit hours to be used in any combination during the Academic year,
- Can not exceed 4 credit hours in any semester or summer term
- Commences upon employment and extends through the semester or summer term

If termination happens:

- during the drop period of the semester or summer term, **then** the employee is responsible for the costs associated with the course(s)
- after the drop period of the semester or summer term, **then** the employee will not be responsible for costs associated with the course(s)
- **then** credit hours may not be transferred to another Academic year

Eligibility - Non-Student Wage Employees

- 500 hours of employment = 4 credit hours of course work
- must be actively employed and working with the University to use earned tuition waiver hours
- 4 credit hour exemption must be used in a single semester or summer term
- no portion of the 4 credit hours may be transferred to another semester or summer term
- may neither be earned nor used during a time where the individual is enrolled as a full-time student
- may not use more than 8 credit hours of exemptions per Academic year
- may not use more than 4 credit hours per semester or summer term

If termination happens

- **then** accrued tuition waiver hours will be frozen for a period of 6 months

Academic Requirements

- must meet the same academic requirements as any other student
- may enroll in law school courses provided they have been admitted to the School of Law the courses are required as part of their degree program; or, they are guest matriculants from another law school

Academic Requirements for Freshman students

<http://admissions.gmu.edu/freshmen/FreshmenAdmissionRequirements.asp>

Academic Requirements for Transfer students

<http://admissions.gmu.edu/transfer/TransferAdmissionRequirements.asp>

If first time users of this benefit **then**

- must provide University “Application for Virginia In-state Tuition Rates”

Restrictions

- accepted into class sections on a "space available" basis
- will not receive any special priority for registration
- the tuition exemption does not apply to
 - orientation,
 - new student,
 - or special instructional fees such as individual vocal or instrumental instruction,
 - tuition for consortium, courses that include foreign travel, and some contract courses are not eligible for exemption under this policy
 - continuing education programs
- exemptions earned in one employment category will not be transferred if employee moves to another employment category (e.g. wage employee moving to Classified)

Application Process

1. Fill out an online application available at <http://admissions.gmu.edu/>
 - On the payment screen, the last screen of the application process, select the tuition waiver option to waive the \$40.00 application fee.
 - The Admissions Department recommends applying online Monday through Saturday to ensure that this payment option will appear.
 - The Admissions Department will follow up to verify employment.
2. Check the status of your application through Patriot Web and forward all outstanding required documentation (transcripts, etc.).
 - Non-degree students are required to submit transcripts to the Admissions Department in order to enroll in classes.
 - The Admissions Department will email a notification of acceptance once the application has been approved.
3. Register for classes.
4. Complete an Employee Tuition Exemption Request, available at <http://hr.gmu.edu/forms/TuitionExemptionRequest.doc>, for each course in which you are registered.
5. Submit your Tuition Exemption Request(s) to your supervisor/manager for his/her signature.
6. Submit your signed Employee Tuition Exemption Request(s) to Student Accounts after you have registered, but prior to the payment due date.

To learn more about Mason's eligibility, academic requirements, and special Academic restrictions please see George Mason University's Tuition Waiver Policy 2209 available at <http://www.gmu.edu/facstaff/policy/newpolicy/2209adm.html>

Last updated

8/11/2010

10/19/2010