

General Policy – Tuition Waiver/Assistance for Employees

Policy:

All benefited employees of Bismarck State College shall be eligible for tuition waivers/tuition assistance not to exceed three academic for-credit classes per calendar year, subject to the limits and regulations defined below.

Eligibility:

1. All regular, benefited employees of BSC in good standing on the first day of the semester shall be eligible to apply for tuition waivers/assistance.
2. Applicants must be in good financial standing (no overdue account with Student Finance).

BSC Courses Covered by Tuition Waiver:

1. The waiver is limited to no more than three academic for-credit classes **per calendar year**. For any approved BSC course, 100% tuition and mandatory fee waiver is provided, with exception of ConnectND (CND) & North Dakota Student Association (NDSA) fees.
2. Materials, textbooks, supplies, application fees, course/class fees, distance fees, CND and NDSA fees must be paid by the participating employee.

NDUS (not BSC) & Regionally Accredited Courses Covered by Tuition Assistance:

1. Tuition Assistance is limited to no more than three academic for-credit classes **per calendar year** for non-BSC courses. For non-NDUS institution courses, tuition assistance will not be granted for courses exceeding four credits.
2. Tuition assistance of 50% will be paid by BSC. Employee is responsible for the remaining 50% of tuition and all mandatory fees, materials, textbooks, supplies, application fees, course/class fees, program fees, CND and NDSA fees.

Limits and Regulations:

1. When practical, courses should be taken outside working hours (or within an adjusted work schedule of equivalent hours if approved by supervisor).
2. Regularly scheduled work hours are not to be used for any activities related to course work (unless an adjusted work schedule of equivalent hours is approved by supervisor).
3. Employees may be released from work for one face-to-face class each academic term with approval of the employee's supervisor or department head; approval shall be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution. Employees will not be allowed release time from work for online courses.
3. BSC will only assist with tuition assistance for a non-NDUS course once, repeat courses (this does not include dissertation credits that are the same course number) will not qualify for assistance.

4. Classes excluded from the tuition waiver & employer paid assistance include the professional programs of Law (JD) and Medicine (MD), internships and study abroad/exchange. Physical therapy and occupational therapy classes are not part of the medicine exclusion.
5. Courses must first be taken from BSC (and therefore may be eligible for waiver) if available; if not available, the course can be taken at another NDUS or regionally accredited institution.
6. Courses must be taken for credit/certification, not audited (exception – BSC classes may be audited). Non-credit classes, seminars, and workshops are not eligible for tuition waiver/assistance.
7. No assistance will be approved which duplicates, in any part, another grant, scholarship, waiver or stipend currently in force or subsequently granted.
8. Courses taken from another NDUS or regionally accredited institution must be applicable to degree plan and be of benefit to the department/division/college.

Procedure:

1. The employee is responsible for registering for classes through the regular admissions/registration process.

The employee must complete the Employee Tuition Waiver/Assistance Form, have it approved by their immediate supervisor and submit the form to Human Resources 10 days in advance of the start of the term. An unofficial transcript must accompany the Employee Tuition Waiver/Assistance form for non-BSC courses. To access the form, click on the appropriate following link:

<https://core.bismarckstate.edu/departments/hrp/fm/Pages/Home.aspx>.

3. If a course is taken from BSC or NDUS institution, Human Resources submits the approved form to the Student Finance office. The Student Finance office will send the approved form to the appropriate NDUS institution. Tuition assistance for NDUS institutions will be paid directly to that institution.
4. If the course is taken from a regionally accredited institution (non-BSC/NDUS courses), tuition assistance will be reimbursed to the employee after completion of the course.
 - a. Human Resources returns a copy of the approved form to the employee for their records.
 - b. After completion of a course, the employee must submit the approved tuition assistance reimbursement request form to HR along with an unofficial transcript and student account summary showing all transactions from the attending college.
 - c. To access the Tuition Assistance Reimbursement Request form, click on the following link: <http://www.bismarckstate.edu/uploads/resources/653/tuitionwaiverform-accreditedinstitution.pdf>.

Reference:

[NDUS Human Resources Policy Manual - Section 33, Continuing Education for Employees](#)
[State Board of Higher Education Policy Manual Section 820, Tuition Waivers](#)

History of This Policy:

First policy draft September 18, 1978.

Revisions: August 23, 1983; January 7, 1986; July 1, 1987; July 1, 1990; November 21, 1991; April 27, 1992; August 24, 1993; June 22, 1995; August 6, 1997; August 12, 1997; March 30, 2000; January 12, 2006, June 10, 2009; December 1, 2010; May 31, 2012; previous continuing education and waiver of tuition for employees policy was revised and renamed - reviewed by Operations Council on September 10, 2014 and approved by the Executive Council on September 10, 2014; previous tuition assistance policy was incorporated into this policy – reviewed by the Operations Council on December 10, 2014 and approved by the Executive Council on December 15, 2014. Reviewed by the Operations Council on June 4, 2015 and approved by the Executive Council on June 5, 2015 (effective June 1, 2015 for courses beginning Fall 2015); December 11, 2018.