



## Montana State University – Great Falls

### Policy and Procedure Manual

SUBJECT: 400 Human Resources  
Policy 404.5 Tuition Fee Waiver  
Effective: Revised:

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Reference: MUS [940.13](#); [IRC 117\(d\)\(1986\)](#); Collective Bargaining Agreements

Tuition Fee Waiver for Montana University System Courses

#### ***College Employees:***

College employees who work at least three-quarter time (.75) at the time of application for waiver are entitled to a waiver of tuition and some fees for courses taken at the College of Technology or from other units of the Montana University System for up to six (6) credits per semester. This fee waiver does not apply to workshops or courses offered on a cost recovery basis. Applications for fee waivers are available through the Financial Aid Office. Employment is verified by Human Resources and forwarded as required.

#### ***Dependents of College Employees:***

College Employees may be eligible for a partial tuition waiver benefit for their dependents subject to the following conditions: Employees must have completed five (5) years of employment at  $\frac{3}{4}$  (.75) time or more without a break in service as of the first day of the academic term in order to be eligible for the dependent tuition waiver benefit. Employees who utilize the faculty and staff tuition waiver are not eligible for a dependent partial tuition waiver during the same academic term. For each qualifying employee, only one dependent may utilize a dependent partial tuition waiver in an academic term. An eligible dependent includes the employee's spouse and any child who is claimed as a dependent for federal tax purposes during the calendar year that includes the first day of the semester for which the tuition waiver is utilized who is unmarried and under the age of 25. Documentation that a dependent has been claimed in the tax year the benefit is used may be required to determine eligibility, for audit purposes or in cases of suspected misuse. The dependent tuition waiver benefit is 50% of the residential tuition. Registration, course fees, and any other mandatory or miscellaneous fees will not be waived. The dependent waiver may be used at a college of technology or to obtain a first undergraduate degree. The waiver cannot be used to attend law school or obtain a graduate degree. The waiver does not apply to non-credit, continuing education or other self supporting courses. Applications for fee waivers are available through the Financial Aid Office. Employment is verified by Human Resources and forwarded as required.