

Table of Contents

Deadlines:.....1
 Eligibility:1
 Waiver Maximum:1
 Other criteria:2

The purpose of the Dependent Tuition Waiver Program is to provide an opportunity for Dependent children of Eligible Employees to receive a partial or full tuition waiver at PSU while seeking an undergraduate degree.

Deadlines:

Deadlines for submitting applications to HRS are:

Semester/term	Due Dates
Fall 2023	August 14, 2023
Spring 2024	January 9, 2024
Summer 2024 (Both Sessions)**	May 28, 2024

** Tuition assistance may not be available for summer semester.

Eligibility:

1. "Dependent" is an unmarried, natural child, adopted child, stepchild, or legal ward of an Eligible Employee and is 24 years of age or younger as determined on the first day of classes for each semester enrolled; and must be claimed as a dependent for income tax purposes based on IRS guidelines in the preceding tax year. No tuition assistance will be provided to any Dependent after the Dependent reaches 25 years of age.
2. "Eligible Employee" is an employee appointed to a benefits-eligible position at PSU and Military Science Faculty and Staff. The 100% dependent tuition waiver is available on the first day of the semester following the employee's appointment start date.
3. Eligibility will be retained upon an employee's death, retirement (meets University-defined retirement criteria <https://www.pittstate.edu/hr/retirement-and-retiree-benefits.html>), or is approved for long term disability. Employee eligibility is determined as of the date of the employee's death, retirement, or approval for long term disability. The dependent must meet all other eligibility requirements.

Waiver Maximum:

1. A maximum of eight (8) semesters of full-time or part-time undergraduate enrollment will be eligible for the tuition waiver for a Dependent child. Each

semester the Dependent participates in the program will count as one (1) semester regardless of the number of hours enrolled during that semester.

2. Summer enrollments will not count towards the eight (8) semester limit
3. Enrollment while still in high school will not count toward the eight (8) semester limit.

Other criteria:

1. Space available only.
2. To qualify for the waiver, the Dependent must meet the eligibility requirements above. The Eligible Employee and Dependent must apply for participation in the waiver program each semester. The employee must provide proof of relationship with the initial application for the waiver program.
3. A PSU GPA attained prior to the first semester the Dependent enrolls in the waiver program will not be considered. The Dependent must receive an undergraduate GPA which would satisfy Financial Aid Requirements. At the end of Semesters 2-4 a cumulative GPA of 1.8 is required to remain eligible for the waiver. At the end of semesters 5-7, a cumulative GPA of 2.0 is required to remain eligible for future participation.
4. If a Dependent does not receive the above-mentioned GPA, he/she is ineligible for the waiver program until he/she attains the requisite GPA in a future semester (without the waiver).
5. A Dependent who receives a tuition waiver will be responsible for payment of any and all fees, including campus privilege fee, and other mandatory fees.
6. The Dependent must meet PSU admission requirements and the admission requirements of the college or program to which he/she is applying.
7. The Dependent must be accepted for admission prior to granting tuition waiver.
8. In the event the employee ceases to be an Eligible Employee at PSU, or a Dependent ceases to be a Dependent as defined above, while a semester is in session, the tuition waiver for the Dependent will continue only for that semester. No further waivers will be granted. An employee's death, retirement (retirees who meet University-defined retirement criteria), and those approved for long term disability will retain eligibility.
9. The amount of tuition waived will be offset by institutional awards awarded to the Dependent, regardless of the date the award is granted. Institutional awards awarded to the Dependent will be applied consistent with University policy. The following are institutional awards: Academic Achievement Scholarship, Valedictorian Scholarship, Diversity Awards, Honors College, and University Scholarship Committee Awards. The Dependent is encouraged to apply for any type of financial assistance for which he/she qualifies.
10. Tuition waiver may be subject to taxation to the Eligible Employee as earned or other income by the IRS. Employees are encouraged to seek tax advice from a qualified professional.

11. PSU reserves the right to deny tuition waiver if the Dependent acts in a manner that undermines the spirit of this program. Appeals must be forwarded to Human Resource Services (HRS) within 10 days of the denial.
12. The tuition waiver program may be modified, adjusted or eliminated as approved by the Kansas Board of Regents.

[Download Application Form Here](#)

Page revision date: 05/11/2023

Download PDF

Revised: 05/11/2023

Pittsburg State University