

EMPLOYEE EDUCATIONAL ASSISTANCE Tuition Reduction Program

Eligibility

Regular full-time and regular part-time employees and their eligible dependents and University retirees, are eligible to use the Educational Assistance Program, subject to the restrictions stated in this policy.

Eligible dependents include a legal spouse, domestic partner (Affidavit of Domestic Partnership must be filed with the Department of Human Resources), and any natural, legally adopted, or step-children who, as of the original application deadline, are unmarried and have not reached age twenty-five (25). When an employee is no longer married or a domestic partnership is terminated, the ex-spouse or domestic partner is not eligible for tuition benefits under this Program, effective with the academic semester following the date of the divorce or termination of the domestic partnership.

Employee and Retiree Tuition Covered by the Program

For regular full-time and regular part-time employees, the University will waive tuition for one or more courses, not to exceed the equivalent of resident tuition for eight (8) credit hours each academic semester, and not to exceed the equivalent of resident tuition for four (4) credit hours each summer session.

For retirees, the University will waive tuition for one course up to a total of four (4) credit hours each academic semester.

Time Off

Full-time employees may be granted up to four hours of time off with pay per week to attend one (1) course each semester at the discretion of the employee's supervisor. The employee participating shall forfeit coffee breaks on class days. Supervisors are encouraged to grant permission for such time off, if possible based on workload or other legitimate business reason. If time off is not feasible, supervisors are encouraged to arrange for an Alternative Work Schedule in order for an employee to attend a class during the day, if possible based on workload or other legitimate business reasons.

Employees working less than 40 hours per week are not eligible for time off.

Dependent Tuition Covered by the Program

The amount of the tuition benefit will be reduced by the amount of tuition waived by any other tuition waiver or tuition scholarship.

The amount of an individual's dependent education tuition benefit, plus the amount of any need-based financial aid grants, will not exceed the cost of attendance, as defined by the University Student Financial Aid Office.

Taxability

The value of tuition benefits covered by this policy may be taxable to the retiree or employee. The University makes no representations with respect to the tax consequences of such benefits.

Application Process

Employees may obtain applications from the Department of Human Resources, which is responsible for administering the Program. Applications and supporting documents must be submitted on or prior to the census date as published in the Academic Calendar.

Excluded Tuition and/or Fees

Course fees assessed for participation in instructional academic credit courses are not covered.

The mandatory student fee portion of tuition and fees is not covered for eligible dependents.

Non resident tuition in excess of New Mexico resident tuition is not covered.