

Adjunct Faculty Tuition Waiver Application

Please note the following conditions for tuition waiver and read the attached *Tuition Waiver Fact Sheet* before completing the application:

- A maximum of one course (1-3 credit hours) is allowed once you have completed teaching courses equivalent to nine credit hours. The adjunct faculty tuition waiver must be used within the three-semester period immediately following the completion of teaching the nine credit hours. The summer semester counts as a semester. A new adjunct tuition waiver may be earned upon completion of teaching an additional nine credit hours.
- Courses must be taken for academic credit.
- The cost of the course is covered at the standard undergraduate or graduate tuition rates.
- Graduate tuition waiver benefits in excess of an annual amount of \$5,250 are added to reportable taxable income. FICA/Medicare tax is withheld on the excess amount. Undergraduate tuition waiver benefits are not subject to tax reporting or withholding.
- Audited courses, individual lessons, private music lessons, nonstandard undergraduate and graduate tuition, books, supplies, program/course fees, or English Language courses are not covered by this waiver.
- VCU Records and Registration must have on file your completed "Application for Virginia In-state Tuition Rates."
- The courses you taught qualifying for this tuition waiver must either be listed below or attached to this application.
- The completed Adjunct Faculty Tuition Waiver Application must be (1) approved by your supervisor and respective department/unit head, Dean, Vice President for Health Sciences (if applicable), and Provost; and (2) submitted to the Director of HR Administration, Office of the Provost (P. O. Box 842527) before the start of the semester.

I. Employee (Please Print)

Name: _____ Employee/Student ID Number: V _____
[contact your Personnel Administrator for your V#]

E-mail: _____ Department: _____ School: _____

Work Address: _____ Work Phone Number: _____ Work P. O. Box # _____

I apply for tuition waiver for the following: Semester _____ Year _____ Number of Credits _____

Course Title _____ Course # _____

Department _____ Section Number _____ Class Time _____

Course Begin Date _____ Course End Date _____

- I understand that VCU will automatically deduct the cost of tuition and any fees from my paychecks in four payroll deductions if any of the following conditions occur:
 - I do not complete the course requirements with a grade of "C" or better or "pass" in a pass/fail course.
 - I withdraw from the course at any time during the semester or session.
 - I separate from employment at VCU prior to the successful completion of the course.

Employee Signature _____ Date _____

II. Courses Taught (NOTE: Courses listed on previous application(s) should not be repeated)

| | | |
|------------------------|----------------|--------------------------|
| Course Title & # _____ | Credits: _____ | Semester and Year: _____ |
| Course Title & # _____ | Credits: _____ | Semester and Year: _____ |
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| Course Title & # _____ | Credits: _____ | Semester and Year: _____ |
| Course Title & # _____ | Credits: _____ | Semester and Year: _____ |

TOTAL CREDIT HOURS _____

III. Approvals

| | | |
|---|--|-------------------------|
| I certify that the employee is eligible for tuition waiver and has taught the courses listed and if it is determined that the employee is not eligible for tuition waiver, my department is subject to the cost of the course. | | Dept. Budget Code _____ |
| Signature of Supervisor _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date _____ |
| Signature of Director, Department Head, or Chair _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date _____ |
| Signature of Dean _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date _____ |
| Signature of Vice President for Health Sciences <i>(for MCV Campus employees only)</i> _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date _____ |
| Signature of Provost (or designee) _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date _____ |

Adjunct Faculty Tuition Waiver Fact Sheet

General Information

- Who's eligible to apply for tuition waiver?
 - Adjunct faculty who have completed teaching courses equivalent to nine credit hours. The adjunct faculty tuition waiver **must be used within the three-semester period immediately following the completion of teaching the nine credit hours**. The summer semester counts as a semester. A new adjunct tuition waiver may be earned upon completion of teaching an additional nine credit hours.
- Who's not eligible to apply for tuition waiver?
 - Adjunct faculty who have not completed teaching courses equivalent to nine credit hours.
 - Adjunct faculty who have completed the teaching requirements but failed to make use of the tuition waiver within the three-semester period immediately following the completion of teaching the nine credit hours.
- What are the tuition waiver requirements?
 - Before submitting a tuition waiver application, the employee must provide VCU Records and Registration with an "Application for Virginia In-state Tuition Rates" to be eligible for in-state tuition rates, pursuant to Section 23-7.4 of the Code of Virginia.
 - Courses must be taken for academic credit.
 - ONE course (1-3 credit hours) is allowed.
 - In order for the University to pay for a course under the tuition waiver program, the employee must complete the course and receive a grade of "C" or better or "pass" in a pass/fail course.
 - Classes should be taken during non-working hours.
 - Tuition waiver covers standard undergraduate and graduate tuition, university fee, student activity fee, student government fee, technology fee, and capital outlay fee.
 - Tuition waiver cannot be retroactively applied to previous semesters.
 - If the course is changed once the waiver is approved, the employee should indicate in writing to the department head what course is being dropped before submitting a new tuition waiver application for approval.
- What does tuition waiver not cover?
 - Audited courses, individual lessons, private music lessons, nonstandard undergraduate and graduate tuition, books, supplies, program/course fees, or English language courses.

How to Process a Tuition Waiver Application

- Obtain an adjunct faculty tuition waiver application from your department or from the Human Resource Web site at <http://www.hr.vcu.edu/forms/TuitionWaivAdjunctForm.pdf>
- Complete the adjunct faculty tuition waiver form and submit it to your supervisor for approval. Tuition waiver forms must be submitted in accordance with VCU registration deadlines and prior to the semester of enrollment.
- The employee's supervisor should submit the form to his/her respective Director/Department Head, Dean, and Provost for approval, as noted in the signature section of the waiver form. (Note: For MCV Campus employees, the waiver form requires approval by the Vice President for Health Sciences.)
- The employee and the employee's supervisor should retain a copy of the tuition waiver application.
- The original, completed and approved application should be submitted to the Director of HR Administration, Office of the Provost, 901 West Franklin Street, P. O. Box 842527, Richmond, VA. 23284-2527.
- If the Provost approves the adjunct tuition waiver, that office will submit the form directly to VCU's Office of Student Accounting.

How to Appeal Course Charges

- If an employee withdraws from a course, receives less than the required passing grade, or separates employment from VCU, he/she must reimburse the University for the cost of the course.
- If an employee withdraws from a course due to extenuating circumstances, he/she may appeal the course charges to the VCU Refund Waiver Appeals Committee. Appeal forms are available from VCU Student Accounting.

For tuition waiver information – e-mail Training and Development at traindev@vcu.edu or call **828-0179**.
For billing or refund appeal information – e-mail Student Accounting at stuacctg@vcu.edu or call **828-2228**.
For residency information – e-mail the Residency Office at bhones1@vcu.edu or call **828-0366**.