

Tuition Waiver	Procedure Number	440.1.1
	Effective Date	9/25/26

1.0 PURPOSE

The University of Arkansas-Pulaski Technical College (UA-PTC) is committed to providing high-quality programs and services to its students. Maintaining the high-quality of our faculty and staff is one of the most important components to preserving the quality of our services. Therefore, investing in the education of our faculty and staff is of the utmost importance. The purpose of this policy is to establish guidelines for employee tuition discounts/waivers.

2.0 REVISION HISTORY

Adopted on:

3.0 PERSONS AFFECTED

Full-time, benefits eligible employees

4.0 DEFINITIONS

5.0 PROCEDURES

UA-PTC full-time employees, their spouses, and dependent children (age 24 or under) will be exempt from paying UA-PTC tuition and mandatory fees (with the exception of special course fees). All full-time active employees, not on leave without pay other than workers compensation, military or family medical leave, employed as of the final day of regular registration and the add/drop/swap deadline in any particular session or semester, their spouses, and their dependent children (as defined by the Internal Revenue Service) are eligible. Surviving spouses, who have not remarried, and dependent children of deceased employees who died while in the full-time employment of the University of Arkansas are also eligible.

For employees hired after May 1, 2017 eligibility as described above shall begin with the final day of registration following continuous employment in a full-time position with the College for one complete fall or spring semester. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only. <https://www.irs.gov/uac/am-i-eligible-to-claim-an-education-credit>

UA-PTC Tuition waivers will be limited to a lifetime maximum of 60 attempted credit hours. The waiver benefit is applicable to credit classes only. Exceptions to the 60-credit hour limit are determined by the Chancellor on a case-by-case basis. All students at UA-PTC are subject to [520 UA-PTC Policy: Academic Probation and Suspension](#).

Employee enrollment in UA-PTC courses will be subject to approval of his or her supervisor and will not interfere with college operations. Employees who attend classes during their regularly scheduled work hours are required to make up any work time missed. Tuition Waiver Requests are available in Workday. Courses should be completed (with a supporting degree plan) in a timely and diligent manner. Employees interested in taking classes at another University of Arkansas campus must meet all requirements of [UA Board Policy 440.1](#) and [UA System Policy 445.1](#). In the event of a dispute regarding approval or eligibility for this benefit, employees may utilize the grievance procedure outlined in Section 14 of the [Employee Manual](#).

UA-PTC Employees attending UA-PTC

Employees are limited to 3 credit hours per semester of in-person courses during normal business hours.

Tuition waivers will be limited to a lifetime maximum of the dollar amount equivalent of 60 credit hours per student. The waiver benefit is applicable to for credit classes only.

Spouses and Dependents of UA-PTC Employees attending UA-PTC

Tuition waivers will be limited to a lifetime maximum of the dollar amount equivalent of 60 credit hours per student. The waiver benefit is applicable to for credit classes only.

Transferability

The tuition discount benefit is available to any employee, employee's spouse, or employee's dependent children at any on-campus unit of the University of Arkansas or affiliated organization regardless of the site of employment. Individual units may also allow tuition discounts in specified off-campus classes when enrollment in the class has sufficient student enrollment by full-fee paying students to meet the minimum enrollment (as established by the offering unit) to recover the costs of offering the class. Discount benefits are applicable to web based or distance education courses offered through any campus unit of the University of Arkansas or through the University of Arkansas Grantham. Discount benefits are applicable to tuition only. All applicable fees are to be paid in full for any enrollment. The waiver benefit is applicable to credit classes only.

UA-PTC Employees attending any other campus within the University of Arkansas

Employees may take up to 132 undergraduate semester credit hours at any UA academic institution at 50% of the cost of tuition. The 132 undergraduate semester credit hours will be reduced by the number of hours used at UA-PTC. A Chancellor or chief executive officer may also choose to reimburse a percentage of tuition for employees taking undergraduate or graduate courses at another UA academic institution.

Spouses and Dependents attending any other campus within the University of Arkansas

Spouses and dependent children may take up to 132 undergraduate semester credit hours and receive a 40% tuition discount at any other campus within the University of Arkansas. The 132 undergraduate semester credit hours will be reduced by the number of hours used at UA-PTC. A student may not receive discounts as both an employee and as a spouse or dependent child of an employee.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Human Resources	8/27/26
Ratified by:	Joint Operations	9/25/26
Recommended by Chancellor (Signature)		9/29/26
UA Policy Alignment:	<u>UA System Policy 445.1</u> <u>UA Board Policy 440.1</u>	