



**POLICY TITLE**

**Tuition Waiver for Employees' Immediate Family Members**

**POLICY NUMBER**

**7-003**

<b>Responsible Unit:</b> <i>Southern University System Office for Human Resources</i>	<b>Effective Date:</b> <i>06/01/2022</i>
<b>Responsible Official:</b> <i>Associate Vice President for Human Resources</i>	<b>Last Reviewed Date:</b> <i>06/24/2016</i>
<b>Policy Classification:</b> <i>Human Resources</i>	<b>Origination Date:</b> <i>06/24/2016</i>

**I. POLICY STATEMENT AND RATIONALE**

The Southern University System supports its employees by continuing to provide benefits for employees and employee's immediate families. To that end, the System will offer a tuition benefit for full-time employees' immediate family members.

**II. POLICY SCOPE AND AUDIENCE**

This policy is for all System full-time employees and their immediate family members.

**III. POLICY COMPLIANCE**

All eligible full-time employees and full-time employee's immediate family members are required to comply with this policy and all the accompanying internal procedures. If employees and/or their immediate family members do not comply with this policy and/or the internal procedures, the employee and/or the immediate family member will forfeit the benefit.

**IV. POLICY DEFINITIONS**

**System Employee:** any full-time employees who works for one the following System campuses: The Southern University System Board Office, the Southern University System, Southern University and A&M College, Southern University Law Center, Southern University at New Orleans, Southern University Shreveport Louisiana, and the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences.

**Full-time Employee:** an employee working in a full-time position at a System campus. The employee works forty (40) hours a week.

**One (1) year continuous employment:** is calculated from the date of hire and the date the employee applies for this benefit.

**Immediate family members:** employee's spouse and/or qualified dependents.

**Qualified dependent;** as defined by [Section 152 of the Internal Revenue Service](#).

## V. POLICY IMPLEMENTATION PROCEDURES

This policy will be implemented by the System campuses' Human Resources Departments through the System internal procedures. The policy requirements are as follows:

### Policy Eligibility

All full-time System employees' immediate family members who meet the definition of a qualified dependent as defined by [Section 152 of the Internal Revenue Code](#) and/or immediate family members are eligible for this benefit.

### Policy Requirements

The qualified dependent/immediate family member must be admitted to a System campus to pursue an undergraduate degree, graduate degree, or an academic certification.

### Policy Benefits

The maximum tuition waiver benefit will be as follows:

- Fall and Spring semesters – six (6) credit hours
- Summer semester – three (3) credit hours

### Continued Eligibility

The dependent and/or immediate family member will have to maintain the following GPAs:

- Undergraduate---2.0/4.0
- Graduate—3.0/4.0

## VI. POLICY HISTORY AND REVIEW CYCLE

This existing policy is being updated along with the accompanying internal procedures. This policy is subject to a five-year policy review cycle.

## VII. POLICY URL

[www.sus.edu](http://www.sus.edu).

**VIII. POLICY APPROVAL**



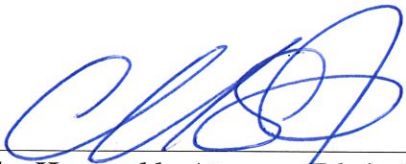
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**Ray L. Belton, Ph.D.**

*President-Chancellor, Southern University and A&M College System*

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***Effective Date of Policy***



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**The Honorable Attorney Edwin Shorty**

*Chairperson - Southern University System Board of Supervisors*

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***Effective Date of Policy***