



Policy: Tuition Waiver Policy for Staff

Board Approval: April 10th, 2018

Board Review: April 25, 2023

Staff Discount benefit for siblings

I. SCOPE

This policy applies to all full time Summit West Independent School (SWIS) staff. Part-time staff, are eligible for pro rated employee tuition exemption under this policy.

II. POLICY STATEMENT

Eligible Summit West Independent School employees are allowed to enroll their children/relatives in the SWIS classes each academic year, for which tuition, fees will be exempted under the conditions set forth herein.

III. APPLICATION

- A. Maximum Allowable Benefits – The maximum allowable benefit will be the annual tuition fee for the school year that the student is enrolled in and the staff member is employed in.
- B. Eligibility – Eligibility under this benefit will commence upon employment and extend through the academic terms of the school year in which the employee is employed.
- C. Costs – In the event employment terminates during the relevant academic school year, staff will not be responsible for costs associated with the balance of tuition.

V. DEFINITIONS

The following definitions apply only for purposes of this policy; they do not apply to any other policy or handbook of SWIS or its employees.

Academic year – for purposes of this policy, a given academic year is defined as beginning on the first day of the fall semester, and ending on the last day of the summer term.

Full-time Staff – Staff who work in a 12-month position, and whose employee status is identified as 1.0 FTE.

Part-time Staff – faculty employees who work in a 12-month position, and whose employee status is identified as less than 1.0 FTE, but greater than .50 FTE.

Full-time administrative and professional faculty – administrative and professional employees who work in a 12-month faculty position, and whose employee status is identified as 1.0 FTE.

Full-time staff – staff employees who work in a position identified as 1.0 FTE (37.5 hours per week).

Part-time staff – staff employees who work in a position identified as less than 1.0 FTE, but greater than .50 FTE. Employees in this category will typically work less than 37.5 hours per week and greater than 20 hours per week.

VI. PROCEDURES

A. The Business Office maintains procedures related to administration of this policy. As part of those procedures:

(1) Employees must complete and sign an employment agreement between SWIS and themselves to qualify for the Tuition Exemption to be applied.

(2) Employees must submit and meet eligibility requirements of SWIS for their students to be considered for the school year.

VII. RESPONSIBILITIES

The Executive Director will administer the Employee Tuition Waiver Program.