

**TUITION DISCOUNT/WAIVER**

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Courses taken at UA Cossatot by full-time employees, spouses, or eligible dependents:

Full-time, active employees of UA Cossatot, spouses, and dependent children enrolling in courses within UA Cossatot may be eligible for a Tuition Discount/Waiver.

Full-time employees may be eligible for the Tuition Discount/Waiver if in a 100% appointed position by the last day of regular registration. The Tuition Discount/Waiver includes 100% of tuition and mandatory fees.

Spouses and dependent children of full-time employees considered eligible for the Tuition Discount/Waiver may receive a 50% reduction in tuition.

Employees, spouses, and eligible dependents are not eligible for Tuition Discount/Waivers for audited courses.

Tuition Discount/Waivers must be submitted to Human Resources before the census date of each semester in which enrolled to be honored.

Continued eligibility for Tuition Discount/Waivers for employees, spouses and eligible dependents requires courses be passed with a grade of "C" or better. If an "Incomplete" or "I" is awarded, an extension period of one semester will be accepted. Employees, spouses, or eligible dependents will be required to reimburse the College for courses taken utilizing the Tuition Discount/Waiver for courses a Withdrawal is taken, a grade of "D" or "F" is received, or if an "I" is not completed within the extension period.

Full-time employees must be active, not on leave without pay, other than workers compensation to be eligible, or for spouses and dependents to be eligible for Tuition Discounts/Waivers.

Employee Enrollment and Work Assignment Responsibility:

Employees may, with the approval of their supervisor, enroll in classes that meet during the normal workday and establish a schedule for working after regular duty hours to make up for time missed.

Part-Time Employee Tuition Discount/Waiver:

Part-Time Employees working 24 or more hours per pay period may be eligible for a 50% reduction in tuition.

Continued eligibility for Tuition Discount/Waivers for part-time employees, requires courses be passed with a grade of "C" or better. If an "Incomplete" or "I" is awarded, an extension period of one semester will be accepted. Employees, spouses, or eligible dependents will be required to reimburse the College for courses taken utilizing the Tuition Discount/Waiver for courses a

Withdrawal is taken, a grade of “D” or “F” is received, or if an “I” is not completed within the extension period.

**UA Cossatot Tuition Discount/Waiver Repayment:**

Full-time employees who receive, have a spouse or dependent who receives, and part-time employees who receive UA Cossatot Tuition Discount/Waivers and leave employment with the College within a year (12-Months) of completion of the courses, must reimburse the College for Tuition Discount/Waivers received on the employee’s, spouse’s, or dependent’s student account.

**UA System Tuition Discount Requests:**

Full-time employees, spouses and dependents may be eligible for Tuition Discounts throughout the UA System. Discounts may vary from each institution, and certain restrictions may apply.

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**Policy History:**

January 6, 2025

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**Employee/Dependent Waiver Form**  
*for UA Cossatot Credit Courses Only*

Student Name

Student ID#

Student Address

City, State, Zip

Semester Enrolled

- Fall  
 Spring  
 Summer

Year

Number of Hours Enrolled

Type of Waiver

- Full-Time Employee  
 Part-Time Employee  
 Adjunct  
 Dependent/Spouse\*\*\*

**\*College Policy 448: All UA Cossatot waivers must be completed and filed with the Financial Aid Office before the census date of each semester in which enrolled or waivers will not be honored.**

**\*\*A copy of the class schedule must be attached to this form.**

**\*\*\*If a Dependent/Spouse of an Employee, please provide a copy of the Parent/Spouses Current Tax Return showing Dependent Status with this form.**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

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*For Human Resource Use Only*

Status

- Full-Time Employee  
 Part-Time Employee (working average of 24 hours per pay period) Adjunct Faculty  
 Dependent/Spouse (as verified by current tax return)  
 Not Eligible

Human Resource Signature \_\_\_\_\_

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*For Business Office Use Only:*

Amount Awarded

Award Date

Business Office Signature \_\_\_\_\_



NOTE: Employee must have been employed by the UA System for one complete fall or spring semester in order to qualify for tuition discount.

Instructions: Completed forms for UA System office employees should be emailed to [kplunk@cccua.edu](mailto:kplunk@cccua.edu).

Name (Last Name, First Name) Employee ID

Title Department

Home Campus

Full-Time (100%) Active Employee [ ] Yes [ ] No Date of Hire

Designated Employee's Campus on File<sup>i</sup>

Enrollment at [ ] CCCUA [ ] UA Grantham [ ] PCCUA [ ] UACCB [ ] UACCH [ ] UACCM [ ] UACCRM [ ] UAFS [ ] UALR [ ] UAM [ ] UAF [ ] UAMS [ ] UAPB [ ] UAPTC

Course Location Degree Sought [ ] Bachelors [ ] Masters [ ] Doctorate

Student ID Degree Program

Student Status [ ] FR [ ] SO [ ] JR [ ] SR [ ] GR [ ] Non-Degree Seeking

Academic Year [ ] Fall [ ] Spring [ ] Summer I [ ] Summer II [ ] Summer III [ ] Summer IV

Table with 4 columns: Course Name, Course Number, Credit Hours<sup>ii</sup>, Days/Times of Class Meeting(s)

I pledge that I shall not permit participation in this course(s) to interfere with the performance of my regular job duties. I understand that any change to my course schedule will require that I submit another tuition discount form for approval in order to avoid being administratively withdrawn.

Employee Signature Date

I certify that the employee is full-time (100% appointed).

Supervisor Signature Date

Department Director Date

Certification of Employment by Home Campus of University of Arkansas:

I certify that the employee meets the eligibility requirements for tuition wavier per the University of Arkansas Board Policy 440.1.

Human Resources Representative \_\_\_\_\_ Date \_\_\_\_\_

HR Comments/Notes: \_\_\_\_\_

<sup>i</sup> The designated campus selected for tuition discount purposes is a one-time only choice universally applicable to the employee and all family members.

<sup>ii</sup> Total enrollment at reduced rates shall not exceed eleven (11) credit hours per Fall/Spring term, three (3) credit hours per summer term and shall not exceed a total of 132 undergraduate semester credit hours.



NOTE: Employee must have been employed by the UA System for one complete fall or spring semester in order to qualify for tuition discount.

Instructions: Completed forms for UA System office Spouse/Dependents should be emailed to [kplunk@cccua.edu](mailto:kplunk@cccua.edu).

Spouse/Dependent Information

Name (Last Name, First Name) Student School ID #

Relationship to Employee: [ ] Spouse [ ] Dependent Dependent Child Date of Birth (mm/dd/yyyy)

Designated Campus on File with Human Resources<sup>1</sup>

Enrollment at [ ] CCCUA [ ] UA Grantham [ ] PCCUA [ ] UACCB [ ] UACCH [ ] UACCM [ ] UACCRM [ ] UAFS [ ] UALR [ ] UAM [ ] UAF [ ] UAMS [ ] UAPB [ ] UAPTC

Course Location Degree Sought<sup>2</sup>

Student Status [ ] FR [ ] SO [ ] JR [ ] SR

Academic Year [ ] Fall [ ] Spring [ ] Summer I [ ] Summer II [ ] Summer III [ ] Summer IV

Number of credit hours enrolling this semester Total accumulated to date<sup>3</sup>

Table with 4 columns: Course Name, Course Number, Credit Hours, Days/Times of Class Meeting(s)

Employee Verification

Employee Name Employee ID Employee Title Employee Date of Hire Employee Work Email Employee Home Campus

Please Read Carefully

I have reviewed Board Policy 440.1 and certify that the above student is my spouse or unmarried dependent child as defined by the Internal Revenue Service. I agree to furnish documentation, if requested, in support of the validity of the above statements, including copies of federal and state income tax returns as may be necessary to confirm my claim of dependent status. I also certify that I am currently serving the University of Arkansas in a full-time capacity.

Employee Signature Date

Human Resources Verification Signature Date

<sup>1</sup> The designated campus selected for tuition discount purposes is a one-time only choice, universally applicable to the employee and all family members.

<sup>2</sup> Benefit not available for Medical, Law, or Graduate School.

<sup>3</sup> There is a 132 credit hour maximum at the tuition discount rate.