Title: Education Benefits for CWU Staff Dependents & Retired Staff

Date Submitted: 3/25/2020

Submitted by (Individual): Linda Schactler

Department: President’s Office

Division: President’s Division

Policy Number: 3-40-035

Procedure Number:

☐ New  ☑ Revision

☑ The policy or procedure has been formatted to be consistent with CWUR standards.

The policy and/or procedure change has a budget impact. Yes ☑ No ☐
(If yes, please attach a spread sheet that provides an analysis of the impact.)

<table>
<thead>
<tr>
<th>Date</th>
<th>No Budget Impact</th>
<th>Date</th>
<th>Budget Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Issue-area stakeholders</td>
<td></td>
<td>Issue-area stakeholders</td>
</tr>
<tr>
<td></td>
<td>Provost’s Council</td>
<td></td>
<td>Affected budget authority</td>
</tr>
<tr>
<td></td>
<td>Cabinet</td>
<td></td>
<td>PBAC</td>
</tr>
<tr>
<td></td>
<td>UPAC</td>
<td></td>
<td>Provost’s Council</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cabinet</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UPAC</td>
</tr>
</tbody>
</table>

Consultation and Review
Please indicate consultation completed in the preparation of your proposed policy or procedure, including the name of the individual or groups consulted, the date of the consultation, and any written feedback/recommendations from the group consulted.

Summary of policy/procedure content and impact:

Itemization of changes (revision documents):
CWUR 3-40-035 Education Benefits for CWU Staff Dependents & Retired Staff

Applies to all eligible CWU employee dependents and distinguished retirees or faculty with emeritus standing. To the extent that this procedure addresses terms not covered under collective bargaining agreements for represented employee’s dependents, the terms of this procedure shall prevail.

(1) Eligibility Procedure

Employee dependents, as outlined below, are eligible if the employee has been employed by CWU for more than six months in a position that is half-time or more, including faculty who are hired on a yearly basis. Employee dependent eligibility will continue as long as the employee remains employed by CWU in an eligible position.

Effective July 1, 2019, in the case of a person who has been employed in an eligible position for at least five years, and who dies while so employed, the employee’s dependents will remain eligible for education benefits if they were eligible to receive such benefits at the time of the employee’s death.

(A) Eligible employee dependents include step-children, adopted children, legal dependents and biological children under the age of 26, and dependent partners of the employee.

(B) Retired employees include those who have obtained the status of “distinguished” retirees under CWUP 2-30-030 or faculty “emeritus” status under the Academic Code.

(C) The eligible dependent or retired staff member must be accepted as a student.

(D) Education benefits for staff is found in CWUP 2-30-050.

(2) Registration Procedure

(A) The employee will request the use of this benefit by notifying the Department of Human Resources (HR) of such a request. Once HR receives the appropriate information they will forward notice to the Office of Student Financial Services. Applications must comply with all university registration procedures. Dependents must meet all admissions criteria, file a Free Application for Federal Student Aid (FAFSA), and maintain satisfactory academic progress, as articulated by the Department of Student Financial Services, and a cumulative GPA of 2.0 or higher.

(3) Tuition

(A) CWU will waive up to 50 percent of the tuition fee only; this benefit excludes housing, books and other student fees, for eligible dependents and retired staff. This waiver will be the first waiver to be considered in the identification of education resources available to students.

(B) The waiver of tuition may be used for up to twelve quarters in a five-year period.
Contact the Department of Human Resources with any questions about this procedure and/or its related policy.

[BOT: 03/30/2011; 11/2/2011; 03/02/2012; Responsibility: BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC: 02/11/2015; 04/06/2016; 04/15/2020; Approved by: James L. Gaudino, President]