**Discretionary Tuition Waiver Procedure and Application**

Discretionary Tuition Waiver benefits apply to all bargaining units and plans at Minnesota State University Moorhead. MSUM will budget for 5% of all eligible employees by bargaining unit/plan each fiscal year, based on eligible employees on March 1 of the prior fiscal year. Completion of this application does not automatically constitute an approval for use of the discretionary tuition waiver. Up to $1,000 tuition per academic year may be waived for eligible employees. MSUM employees will be given priority for access to the discretionary benefits over eligible dependents, where the bargaining agreement or plan permits shared discretionary use for their spouse, domestic partner and/or dependents. The President’s exercise of discretion is not subject to appeal or grievance under applicable bargaining contracts and plans. Should more eligible applications be received than the budgeted funding supports, final decisions will be a randomized lottery system.

The following factors will be considered in determining discretionary tuition waiver approval:

1. 5% funding within bargaining unit/plan availability.
2. Complete applications received within the application deadline.
3. Advanced degree being sought will benefit the employee’s professional development and growth.

Application deadlines:

* Fall 2025: July 25, 2025
* Spring 2026: December 9, 2025
* Summer 2026: April 17, 2026

Employees will be notified by the Office of Human Resources with a decision on the application for the discretionary tuition waiver benefits within two weeks of the semester application deadline.

*These procedures are subject to change.*

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| **I. INFORMATION TO BE COMPLETED BY EMPLOYEE** |
| Employee Name: | Employee ID #: |
| Union/Plan: [ ]  AFSCME [ ]  IFO [ ]  MAPE [ ]  MMA [ ]  MSUAASF [ ]  Commissioner’s [ ]  Managerial [ ]  Administrator’s |
| Student’s Full Name: | Student ID #: |
| Institution Attending:  | Relationship to Employee:[ ]  Employee [ ]  Spouse [ ]  Dependent |
| Semester Requesting:[ ] Fall [ ] Spring [ ] Summer Year: \_ | Tuition Rate Per Credit: |
| Course Name: | # of Credits: | Type of Credit:[ ]  Undergraduate [ ]  Graduate [ ]  Doctoral |
|   |  | [ ]  Undergraduate [ ]  Graduate [ ]  Doctoral |
|  |  | [ ]  Undergraduate [ ]  Graduate [ ]  Doctoral |
|  |  | [ ]  Undergraduate [ ]  Graduate [ ]  Doctoral |
|  |  | [ ]  Undergraduate [ ]  Graduate [ ]  Doctoral |
|  |  | [ ]  Undergraduate [ ]  Graduate [ ]  Doctoral |
| **II. EDUCATION NARRATIVE – REQUIRED FOR EMPLOYEE USE ONLY** |
| *Please provide a short narrative explaining how using this discretionary tuition waiver will further your professional development and growth.*  |

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| **III. EMPLOYEE ACKNOWLEDGEMENT AND SIGNATURE** |
| By signing this application, I understand that:* The President’s exercise of discretion is not subject to appeal or grievance under applicable bargaining contracts and plans.
* MSUM employees will be given priority for access to the discretionary benefits over eligible dependents, where the bargaining agreement or plan permits shared discretionary use for their spouse, domestic partner and/or dependents.
* Undergraduate credits for dependents who are or will be 24 or older as of the close of such calendar year are subject to taxation. Graduate/doctoral credits for an employee are subject to taxation at the time the annual calendar year limit of $5,250 is exceeded. Taxation also applies to courses dropped after the add/drop date.
* Employees must refer to your bargaining contract or plan for additional information on discretionary tuition waiver eligibility, credit limitations, and tuition fees. The cost of fees, books, and other materials are at the employee’s expense.
* Courses will be taken/attended outside of the employee’s regular work schedule.
* Normal student registration procedures must be followed and is based on sufficient class space.
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| Check Here ► [ ]  | I have read, understand, and acknowledge the above statements in regard to MSUM’s discretionary tuition waiver application and use. |
| Employee Signature: | Date:\_ |

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| **INFORMATION TO BE COMPLETED BY HUMAN RESOURCES** |
| Date application received by the Office of Human Resources: \_ |
| [ ]  Discretionary tuition waiver request **approved**[ ]  Amount waived $ \_[ ]  Tuition rate per credit $ \_[ ]  Credits waived this term \_[ ]  Discretionary tuition waiver request **denied** for the following reason(s):[ ]  Funding availability[ ]  Application received after the application deadline for which the tuition waiver was requested[ ]  Other:  |
| President (or Designee) Signature:  | Date: \_ |