

**POLICY 14**  
**EMPLOYEE DEVELOPMENT AND CAREER PLANNING**

**Rule 14.02 - Eligibility for University of Illinois Tuition Waivers and Fee Exemptions**

An employee in a status appointment or in an appointment designed to qualify for status (learner, trainee, apprentice, or provisional) may be granted waiver of tuition and exemption from certain service fees in courses that are a part of the established curriculum at the University of Illinois not to exceed:

Eleven (11) credit hours per semester if on a 100% time appointment.

Five (5) credit hours per semester if on a 50% - 99% time appointment.

Retirees may be granted waiver of tuition and exemption from certain service fees in courses that are a part of the established curriculum at the University of Illinois, with no limitations.

Eligibility for tuition waivers will be reduced during the summer session to 50% of the credit hours allowed for a semester.

Employees whose total registration is greater than that authorized by the tuition waiver shall pay the difference between the waiver authorization and the number of credit hours for which they register.

Certain courses may have fees applied that do not meet eligibility requirements for tuition waivers or service fee exemptions. The employee is responsible for such fees.

To be eligible for tuition waivers and certain fee exemptions, the employee must meet the conditions and eligibility for admission as prescribed by the Office of Admissions and Records, must not be a student employed under Civil Service Rule 250.70(f), and must receive unit approval before enrolling in any course that occurs during work hours. Retirees must meet the same conditions as employees, except that campus verification of status replaces unit approval.

Employees who are laid off with definite return dates and employees on disability leave of absence will remain eligible for tuition waivers and fee exemptions. Employees who serve in full-time flex year appointments who are placed on inactive status during the academic break period shall be eligible for tuition waivers and fee exemptions during their non-work periods. Tuition waivers and fee exemptions granted during the non-work period shall be the same as those granted during the work period.

**Regulation**

14.021 Enrollment Procedures for University of Illinois Courses

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Each campus shall develop procedures for enrollment in University of Illinois courses to provide for verification of employee eligibility or retirement status and any necessary approvals. Policies and procedures for Child of Employee Tuition Waivers and Inter-Institutional Tuition Waivers for employees of other institutions and agencies are addressed in Policy 13.