



Tuition Remission Process

1. Eligible individuals must first be academically approved for admission into the University and into the specific program, in order to register.
2. Eligible individuals may receive full remission of tuition (but not other charges, expenses, materials fees and incidental charges for NDNU under graduate, graduate or credential courses) Enrollment is on a space available basis.
3. Supervisors may approve up to three (3) of the total units per semester to be taken during normal working hours of the employee, if the supervisor determines there is an alternative work schedule satisfactory to the employee, which does not increase University wage and salary costs and satisfies its operational needs.
4. Eligibility begins after six (6) months of continuous, active employment.
 - a. **Full - time employees**, faculty and staff may receive tuition remission to a maximum of 9 units per semester, 27 units per year including summer. Spouse and dependent children may take up to a total of 18 units per semester 48 units per year including summer sessions.
 - b. **Part - time employees** who work at least 1,000 hours per academic year are eligible to take up to a total of six (6) units per semester for a total of 18 units per year including summer session.
 - c. **Part – time Faculty** after two (2) consecutive semesters of employment may take up to a total of three (3) units. Senior Lecturers and part-time faculty with five (5) years of continuous active employment may take up to a total of six (6) units per semester, a total of 18 units per year including summer session.
5. The Tuition Remission Form must be signed by all parties and the original returned to Human Resources to ensure proper credit is received.
6. **If an individual adds/drops courses during the semester, all pertinent information needs to be forwarded to the Human Resources Office to ensure proper credit is received by the Business Office.**
 - a. **Withdrawals: After the drop deadline, an individual may withdraw from a semester-length course up to the Wednesday of the tenth week of the semester.**
 - b. **Withdrawal from a course after the drop period will be reflected by a “Withdrawal” (W) on the individual’s transcript.**
 - c. **The Tuition Remission for the course will be reversed from the individual’s student account, at which point the individual may become liable for the cost of the course.**
7. The Business Office will not credit remission until after the ADD/DROP period for each semester has closed.
8. If an employee becomes eligible for tuition remission during a given semester, the remission will be prorated.