

With appropriate approvals, eligible employees are entitled to waive tuition charges for up to 6 credit hours per semester and 8 total credit hours during summer sessions. The Tuition waiver is available for undergraduate and graduate courses. Only tuition and required fees included in the tuition rate will be covered by this benefit. Courses are available to spouse/domestic partner if the employee does not use all the credit hours

## Eligibility

Regular employees and Term appointment employees hired at .5 FTE and above.

Newly eligible employees must be hired prior to the start date of classes.

Benefit eligibility is determined on the census date for the semester. If an employee or dependent ceases to be eligible on or before the census date, tuition waivers will be removed from student account.

**Students holding a Graduate Assistantship or NM Legislative Lottery Scholarship are not eligible for this benefit.**

## Timing & Deadlines

Each semester the waiver will be available 10 days before classes begin. Waivers not submitted and approved by the deadline below will result in full tuition billing to the student account.

- **FALL** session – November 1<sup>st</sup>
- **SPRING** session – April 1<sup>st</sup>
- **SUMMER** session – August 1<sup>st</sup>

Waiver credits appear in the student account the day after approval from a supervisor when submitted for an employee and the day after a spouse/domestic partner request is submitted.

Employee waivers require supervisor approval. To avoid payment plan fees the waiver must be applied to the student account prior to the fee deadline. The deadline for enrolling in the payment plan will be the **last day to drop classes (census date)** for the current semester.

## Waiver Process & Schedule changes

### Process/Schedule changes

#### **Submit your waiver request:**

- Log in to *MyNMSU* with username and password
- Go to ***Employee Self Service*** Card
- Click Open ***Employee Dashboard***
- Click Employee Menu on the bottomn right
- ***Tuition Waiver – Employee/Spouse***
- **For your records, print a copy of the submitted/approved waiver.**

Any changes to the student schedule results in a reversal of the waiver credit. A new waiver request must be submitted/approved to recalculate taxability and apply the credit to the student account.

NMSU-O (UO): Online electronic tuition waiver submission is not available for students registered in NMSU Online; a paper tuition waiver form **must** be submitted. Contact [Benefit Services](#) for a paper form.

Forms must be received prior to waiver deadlines. Forms received after the Tuition Waiver deadline will not be processed. Forms received after the Payment Plan Fee deadline, will not have payment plan fee refunded.

## Taxes

Tuition waiver benefits may be taxable, see the [Tuition Taxability page](#) for tax information. **Taxes are deducted in a lump sum from the employee's paycheck** by semester:

- **Fall** – November 30<sup>th</sup>
- **Spring** – April 30<sup>th</sup>
- **Summer** – August 31<sup>st</sup>

## Fees

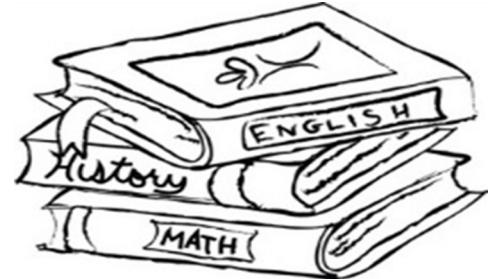
Only tuition and required fees included in the in-state tuition rate will be covered by this benefit. Students are responsible for other fees that may apply. Examples of fees not covered by this benefit are:

- ASNMSU fee
- Carlsbad Health fee,
- Course Delivery fee,
- Engineering Tech fee,
- Grad Health/Activity fee,
- Late Registration fee,
- Payment Plan fee (To avoid payment plan fees, waivers must be applied to the student account prior to fee deadline.)

For a complete list, see University Accounts Receivable information at <https://uar.nmsu.edu/tuition-fees/index.html>.

## Employee/student responsibilities

Faculty, staff and supervisors are responsible for understanding and abiding by all applicable rules and procedures that pertain to the privilege of this benefit in order to avoid any conflict of interest or conflicts of commitment. See <https://benefits.nmsu.edu> for additional information.



**Please check with Financial Aid before submitting a waiver, to ensure it does not interfere with other financial resources you may be eligible for.**

## More information

Questions related to the [Employee & Spouse/Domestic Partner Tuition Benefit](#) may be directed to Benefit Services [NMSU Benefit Services](#)- [benefits@nmsu.edu](mailto:benefits@nmsu.edu)

Office- (575) 646-8000  
Fax- (575) 646-2806

### **Student Contacts:**

[UAR](#) - [uar@nmsu.edu](mailto:uar@nmsu.edu)  
Office – (575) 646-4911  
Fax – (575) 646-7773

[Financial Aid](#) – [financialaid@nmsu.edu](mailto:financialaid@nmsu.edu)  
Office – (575) 646-4105

[University Student Records](#) - [records@nmsu.edu](mailto:records@nmsu.edu)  
Office – (575) 646-3411

[Academic Advising and Student Support](#) - [advising@nmsu.edu](mailto:advising@nmsu.edu)  
Office – (575) 646-2941

[NMSU Admissions](#) - [admissions@nmsu.edu](mailto:admissions@nmsu.edu)  
Office – (575) 646-3121



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