



820.2 - Tuition Waiver for Spouse/Dependents of BSC Employees

Purpose:

The purpose of this operational procedure is to establish limits and regulations for BSC employees in regard to tuition waivers for their spouses and dependents.

Procedure:

A 50% tuition waiver for approved for-credit undergraduate classes offered by and taught at Bismarck State College (BSC) is available to the spouse and/or dependents of a BSC benefited employee as defined in Board Policy 703.2. This policy includes NDUS office and Core Technology Services (CTS) benefited employees.

Definitions:

1. Spouse – must be legally married as recognized by the state of North Dakota.
2. Dependent – a child who is related to the employee as a natural child, a child placed for adoption, a legally adopted child, a child for whom the employee has legal guardianship, a stepchild, or a foster child, under the age of 26 and financially dependent on the employee (does not include the spouse of an adult dependent child).

Eligibility:

1. There is no limit on the number of qualifying dependents utilizing the benefit at one time.
2. If the spouse or dependent who qualifies for this benefit is also an employee of the same institution, the [Tuition Waiver/Assistance for Employees](#) policy applies.
3. In instances where married spouses work for the same institution, only one benefit of 50% tuition waiver is available to the dependent.

Procedure:

1. A [Human Resources - Payroll - Employee Spouse-Dep Tuition Waiver Form .pdf - All Documents \(sharepoint.com\)](#) and required documentation as stated on the application must be submitted to Human Resources 10 days prior to the start of each semester.



2. A separate [Human Resources - Payroll - Employee Spouse-Dep Tuition Waiver Form .pdf - All Documents \(sharepoint.com\)](#) is required for each semester.
3. Human Resources will verify the spouse or dependent relationship utilizing 3rd party documentation submitted by the employee.
 - a. Acceptable documentation includes but is not limited to: a financial aid report, health insurance documentation or a tax transcript from the Internal Revenue Service.
 - b. Verification documentation must be maintained as per established records retention policies.

References:

SBHE Policy 820, Tuition Waivers/Tuition Assistance [Waivers and Tuition Assistance.docx \(sharepoint.com\)](#)

SBHE Policy 703.2, Benefits [Benefits.docx \(sharepoint.com\)](#)

History of This Procedure:

First procedure: reviewed by the Operations Council on April 27, 2016 and approved by the Executive Council on May 3, 2016 (effective May 1, 2016). Revised: July 15, 2016; September 21, 2016.

Approved by the president on November 1st, 2023.