

## **FAQs: Employee Tuition Discount**

### **Am I eligible for the tuition discount for myself or my spouse or qualifying dependent?**

Arkansas State University regular, full time employees, retired employees, their spouses and their unmarried dependent children (dependent children must be 23 years of age or less, unmarried, living at home or in a residence hall, and must be an identified dependent for IRS tax purposes on the annual tax form, or some other form of dependency documentation, such as divorce decree).

### **What is the discount?**

Undergraduate studies for credit or for audit on a space-available basis at a 75% discount of tuition. For graduate level studies, these persons are eligible for a waiver of one-half tuition. (Persons who receive the tuition discount will have any university-sponsored scholarships adjusted accordingly. Persons who choose to accept a full-fee grant-in-aid or assistantship will be charged the regular tuition.)

As of January 1, 2021, full-time employees (not dependents) are eligible for 50% discount on certain A-State Online courses. Please see list under "courses eligible" question below.

### **Does the dependent tuition discount continue if I should pass away while employed?**

Dependent tuition discounts will continue to be available to eligible dependents after the death of a current full-time employee or retiree of the university.

### **What forms do I complete for the discount?**

[Tuition Discount Form - Employee](#)

[Tuition Discount Form - Dependent](#)

### **What documentation is need to prove dependent eligibility?**

Proof of dependency and proof of age must be attached to the completed Dependent Tuition Discount Form for processing.

#### **Examples of Dependency Proof:**

Photocopy of prior year 1040 tax return (top portion only needed)

Photocopy of court ordered dependency

Proof of guardianship

#### **Examples of Proof of Age:**

Photocopy of Dependent's driver's license

Photocopy of Dependent's birth certificate

Photocopy of ID Card issued by government agency with name and date of birth

### **How do I submit my completed forms and any documentation?**

Please submit forms and supporting documentation securely via hand delivery to Human Resources or through [ShareSpace](#).

### **Are full-time employees allowed to take courses during working hours?**

Employees, with supervisor approval, may take one 3-hour course during regular working hours.

### **Are all courses eligible for the discounted tuition rates?**

Not all courses offered are eligible for the tuition discount. Please see the below board resolutions, with the most current listed first, for additional information:

**January 1, 2021** - The Arkansas State University (ASU) System board of trustees passed a resolution on 12/4/2020 to allow 50% tuition discount to ASU system full-time employees (not dependents) for the following online programs starting in Spring 2021.

### **Undergraduate Certificates**

1. Certificate Graphic Communication
2. Certificate Leadership Studies
3. Certificate Social Media Management
4. Certificate in Swift Coding (Slated to launch in Summer 2021)
5. Certificate in Corporate Media (Slated to launch in Summer 2021)
6. Certificate in Graphic Communication (Slated to launch in Summer 2021)
7. Certificate in Ministry Media (Slated to launch in Summer 2021)
8. Certificate Healthcare Emergency Management (Slated to launch in Fall 2021)

### **Associate Degrees**

1. A.A.S. Disaster Preparedness and Emergency Management
2. A.G.S. General Studies

### **Bachelor's Degrees**

1. B.A.S Applied Science in Organizational Supervision
2. B.S. Business Administration
3. B.A. Communication Studies
4. B.S. Creative Media Production (concentration in graphic, ministry, corporate)
5. B.S. Criminology
6. B.S. Digital Technology and Design (concentration in game design, web design, mobile app development, graphic communication, social media management)
7. B.S. Disaster Preparedness and Emergency Management
8. B.G.S. General Studies
9. B.S.N. Nursing
10. B.A.S. Organizational Supervision
11. B.A. Political Science
12. B.A. Psychology
13. B.A. Sociology
14. B.S. Strategic Communication
15. B.S. Health Studies (Slated to launch in Fall 2021)
16. B.S. Health Promotions (Slated to launch in Fall 2021)
17. B.S. Multimedia Journalism (Slated to launch in Fall 2021)
18. B.S. Engineering Management (Slated to launch in Fall 2021)
19. B.S. Interdisciplinary Studies (Slated to launch in Fall 2021)

### **Graduate Certificates**

1. Certificate Curriculum Director
2. Certificate Dyslexia Endorsement
3. Certificate Education Leadership
4. Certificate Special Education, Gifted, and Talented and Creative
5. Certificate Special Education Specialist K-12
6. Certificate Special Education Director
7. Certificate Superintendent Education
8. Certificate in Health Communications
9. Certificate in Engineering Management

## Graduate Degrees

1. M.S. Strategic Communication (Concentration in social media management, law and policy)
2. M. Media Management
3. M. Engineering Management
4. M.S. Sports Administration
5. M.P.A. Public Administration
6. M.A. Communication Studies (Slated to launch in Fall 2021)
7. M.S. Disaster Preparedness and Emergency Management
8. M.S. College Student Personnel Services
9. M.A.T Teaching (Elementary, Middle, Special Education, Business Technology)
10. M.S.E. Curriculum and Instruction
11. M.S.E. Early Childhood Education
12. M.S. Early Childhood Services
13. M.S.E. Educational Leadership
14. M.S.E. Educational Theory and Practice
15. M.S.E. Reading
16. M.S.E. School Counseling
17. M.S.E. Special Education, Gifted, Talented and Creative
18. M.S.E. Special Education Specialist K-12
19. Ed.S. Educational Leadership
20. Ed.S. Reading

**\*Please note the above listed board resolution, effective on January 1, 2021 may supersede or negate some of the below specified programs for discount eligibility or ineligibility.**

**December 11, 2015-** Per resolution 15-48, the following revisions were approved:

- Large-scale distance education programs are not eligible for the tuition discount.
- This includes any large-scale distance education programs previously developed or that will be developed in the future.

**March 8, 2013-** Per resolution 13-05, the following revisions were approved:

The following programs have been removed from the above list and are eligible for tuition discounts:

- Bachelor of Science
  - Disaster Preparedness and Emergency Management (On-line)
  - Disaster Preparedness and Emergency Management Emphasis (On-line; to be discontinued August 15, 2013)
  - RN to BSN (On-line)
- Master of Science
  - Disaster Preparedness and Emergency Management (On-line)
- Associate of Applied Science
  - Disaster Preparedness and Emergency Management (On-line)

**December 2, 2011-** Per Resolution 11-49, the following Programs offered by A-State shall not be available at discounted tuition rates:

Academic Partnership Programs (On-line)

- Specialist in Education
  - Education Specialist
- Master of Science in Education
  - Educational Leadership
  - Curriculum and Instruction
  - Gifted, Talented and Creative

- Special Education – Instructional Specialist P-4
- Special Education – Instructional Specialist 4-12
- Education Theory and Practice
- Professional Certifications
  - Arkansas Gifted, Talented and Creative Teachers
  - Arkansas Building- Level/Principal
  - Arkansas Curriculum Director
  - Arkansas Special Education Director
  - Arkansas Gifted, Talented Director
  - Arkansas P-4 Special Education Teacher
  - Arkansas 4-12 Special Education Teacher
- Master of Public Administration
- Bachelor of Science/Bachelor of Professional Studies
  - Interdisciplinary Studies
  - RN to BSN
  - Disaster Preparedness and Emergency Management Emphasis

Self-Sustaining Programs and Other On-line Programs

- Accelerated BSN
- Master of Science
  - Disaster Preparedness and Emergency Management (On-line)
- Associate of Applied Science
  - Disaster Preparedness and Emergency Management (On-line)
- Master of Business Administration (On-line)
- Master of Science
  - Certified Registered Nurse Anesthetist

Links to Board Resolutions [11-49](#), [13-05](#), and [15-48](#).