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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

January, 2020

**Reference:**

Classified Staff Human Resources Policy Manual 217.0

University Handbook for Appointed Personnel 10.09

University Staff Manual 2-102

**Responsible Unit:**

Human Resources

**Email:**

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## Purpose and Summary

The Arizona Board of Regents provides a Qualified Tuition Reduction (QTR) program that enables eligible individuals to enroll in courses of study at a reduced tuition rate. The QTR Program is reciprocal among the three state universities. The University provides the Domestic Partner Tuition Program (DPTP), which allows domestic partners of eligible employees/retirees and their dependent children to receive reduced tuition at the University of Arizona only.

## Scope

This policy applies to all employees in a position designated as full benefits eligible, to University retirees with official retirement status, and to University affiliates working under an affiliation agreement that grants the QTR benefit.

# **Policy**

## **Eligibility**

Eligibility for QTR and DPTP begins on the first day of the employee's full-benefits-eligible employment. Reduced rates are available only for classes that begin subsequent to that date. The reduced tuition rate, once applied, shall remain in effect for the entire semester or session, even if the employee's status changes.

## **Employees**

Employees may register for up to 9 credit hours per regular semester, up to 6 credit hours per regular summer session, and up to 4 credit hours per winter session at the reduced rate of \$25. QTR and DPTP do not include any laboratory, course, or materials fees.

## **Spouses/Domestic Partners**

An employee's spouse or eligible domestic partner may register for 1-9 credit hours per regular semester and 1-6 credit hours per summer session at the reduced rate of \$25 per semester, winter session, or summer session, plus any laboratory, course, or materials fees. Spouses/domestic partners who register for credit hours in excess of 9 per regular semester and 6 per summer session shall pay actual resident tuition for hours over the stated cap.

## **Dependents**

An employee's eligible dependent children may register for one or more courses at the rate of 25 percent of the full fees plus any laboratory, course, or materials fees. A dependent child must be younger than age 30 as of the first day of the semester for which QTR or DPTP is requested and must be claimed as the employee's or the domestic partner's dependent for federal tax purposes in the calendar year the tuition reduction is applied. QTR and DPTP applications for dependent children are subject to random audit.

## **Retirees**

Retirees, along with their spouses/domestic partners and dependent children, continue to be eligible for QTR and DPTP as long as they retired with official retirement status and were eligible for QTR or DPTP at the time of their retirement.

## **Leave of Absence**

Employees on an approved leave of absence, along with their spouse/domestic partner and eligible dependent children, continue to be eligible for QTR and DPTP for the duration of the approved absence.

## **Reorganization/Reduction in Force**

An eligible University Staff or Classified Staff employee whose position is eliminated as a result of a reorganization or reduction in force, along with the employee's spouse and dependent children, may be eligible to receive the QTR benefit, but not the DPTP benefit, for a period not to exceed 12 months from the effective date of the reorganization/reduction in force. To be eligible, the employee must have been employed at least five (5) consecutive years at the University immediately prior to the effective date of the reorganization/reduction in force and have satisfactory or better work

performance. Eligibility continues through any semester or session that commences at least one day before the expiration of the 12-month period from the termination effective date.

### **Spouses/Dependents of Deceased Employees**

Upon the death of an eligible employee, retiree, or employee who (1) terminated employment for reasons relating to a long-term disability, and (2) had at least five (5) continuous years of full-time employment with the University, the employee's spouse and eligible dependent children remain eligible for QTR but not DPTP. The spousal benefit terminates at the time a surviving spouse remarries. The dependent benefit terminates at the time the dependent reaches age 30, or is no longer claimed as a dependent by the surviving spouse or the employee's estate.

### **Affiliated Unit Employees**

Employees of an affiliated unit, and in some cases also their spouses and dependent children, may qualify for inclusion in QTR but not the DPTP under the provisions of this policy. Eligibility for this benefit is extended only with the approval of the President or designee, if the employee is a member of an ROTC unit, or if an approved written contract exists between the University and the affiliated unit that expressly grants QTR to employees of the affiliated unit.

### **Other**

Otherwise eligible employees who terminate their employment for reasons relating to a long-term disability, along with their spouse and dependent children, are eligible to participate in QTR but not DPTP. Eligibility is contingent on having at least five (5) years of continuous eligible service with the University immediately preceding separation from employment. An employee whose long-term disability benefits cease ceases to be eligible for the QTR benefit.

### **General**

The reduction of fees under this policy does not include expenses such as library and laboratory fees, books, supplies, and other special course fees.

This policy is not intended to limit the total number of credit hours an employee or spouse may take; however, employees must pay for credit hours taken in excess of the limits specified in this policy at the actual resident tuition rate for those hours.

Employees and their spouses are not eligible for student perquisites such as, but not limited to, student activity tickets or student health insurance programs.

Employees may enroll for courses during their normal work hours with prior approval from the responsible administrator, director, or department head, providing the time lost from work (including travel to and from class) is made up during the same workweek.

## **Frequently Asked Questions\***

For frequently asked questions about Qualified Tuition Reduction/Domestic Partner Tuition Program, including taxation of the benefit, details on dependent child eligibility, and how to apply the benefit at Arizona State University or Northern Arizona University, see the [Human Resources website](#) [2].

## Related Information\*

Qualified Tuition Reduction enrollment forms are available on UAccess > Employee Self-Service

Information on tuition and registration costs is available from the Bursar's Office or [online](#). [3]

[Retirement Policy](#) [4]

[Arizona Board of Regents Policy 6-902. Qualified Tuition Reduction Program](#) [5]

## Revision History\*

12/01/2023: Updated responsible unit email address.

03/01/2023: Replaced *Division of Human Resources* with *Human Resources*.

09/14/2022: Required change to Spouse/Dependents of Deceased Employees section to align with the Arizona Board of Regents (ABOR) Policy 6-902.

01/22/2020

08/2005

12/2004

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**Source URL:**<https://policy.arizona.edu/employment-human-resources/qualified-tuition-reduction>

### Links

[1] <mailto:hradmin@email.arizona.edu> [2]

<https://hr.arizona.edu/employees-affiliates/benefits/educational-benefits> [3]

<http://www.bursar.arizona.edu/students/fees> [4]

<https://policy.arizona.edu/employment-human-resources/retirement-policy> [5]

<https://public.powerdms.com/ABOR/documents/1499347>