

Tuition Discount

Full-time employees (defined as those working 100%), their spouses, and their dependent children are eligible to receive a tuition discount at any of the University of Arkansas campuses: the University of Arkansas-Fayetteville, the University of Arkansas at Little Rock, the University of Arkansas for Medical Sciences, the University of Arkansas at Pine Bluff, the University of Arkansas at Monticello and the community colleges in Helena, Batesville, Hope, Morrilton, Fort Smith, DeQueen and Pulaski Tech.

Employees Waiver due to COVID-19 Tuition Discount (2020)

We have received board approval for an exception to the BP 440.1 policy. This approval **allows employees impacted by the temporary percent time reduction** to remain eligible for a tuition discount for the **summer and fall terms of 2020**. This policy exception remains in place through July 31, 2020.

The online system at UAMS will not be able to accommodate employees below 100% FTE status from applying. Therefore, a paper form for either the [employee](#) or [dependent](#) will be required. The completed approved form can be faxed to 501-686-5386.

If you or your teams have questions, please call HR Employee Services at 686-5650.

Employees Enrolled in Degree Programs Prior to May 1, 2017

Employees continuously enrolled in a degree program at reduced rates under [UA Board Policy 440.1](#) prior to May 1, 2017 will receive their original discount level as long as they remain continuously enrolled in the degree program. Continuous enrollment is defined as a degree-seeking student who completes at least three credit hours in a given calendar year.

Employees hired after May 1, 2017

Eligibility as described above shall begin with the final day of regular registration following continuous employment in a full-time position with the University for **one complete fall or spring semester**.

Please contact your enrollment college to determine specific information regarding the tuition discount.

Employees

Employees may take up to 132 undergraduate semester credit hours at any UA academic institution at 50% of the cost of tuition.

Some programs may offer a partial discount. Check with the college you are attending if you have questions about which programs are eligible for the discount.

Effective fall semester of 2015, the UAMS College of Public Health has discontinued its policy of providing tuition discounts for most programs to U of A employees and their dependents. UAMS employees are eligible for a tuition discount for the MS in Healthcare Data Analytics program and Graduate Certificate in Healthcare Analytics program.

Dependents

Spouses and dependent children may take up to 132 undergraduate semester credit hours and receive a 50% tuition discount at the employee's campus or 40% tuition discount at any other campus within the University of Arkansas. A student may not receive discounts as both an employee and as a spouse or dependent child of an employee.

Dependent Child – The qualifying dependent child must be considered a dependent child by the Internal Revenue Service and cannot attain the age of 24 during the calendar year to receive a tuition discount for any term within that calendar year per the Internal Revenue Service. The student must also be enrolled as a full time student for at least 5 months in the calendar year to qualify as a dependent child per the IRS for the discount. For a complete definition of dependent please visit www.irs.gov.

Deadlines – For Discounts Processed through UAMS Registrar's Office

To be eligible to receive Employee Tuition Discount:

1. The employee must complete and submit the Online Tuition Discount Form (<https://tuitiondiscount.uams.edu>) no later than the last day of **Regular Registration** as published by the Office of the University Registrar (<http://registrar.uams.edu/registration>); AND
2. The supervisor must approve the request within 30 calendar days from the last day of the Regular Registration. *It is the employee's responsibility to follow-up with his/her supervisor to ensure that the request is approved within the timeframe specified.*

Requests that do not comply with the above requirements will be declined. Contact the Office of Human Resources at AskHR@uams.edu or 501-686-5650 for any questions.

IRS Qualifying Child

To be an eligible dependent as a qualifying child, an individual must meet four specific criteria:

1. Relationship: A qualifying child must have a specified relationship to the employee.
2. Residency: A qualifying child must have the same principal place of abode as the employee for more than one-half of the taxable year.
3. Age: A qualifying child must be under age 19 (under age 24 if a full time student) as of the close of the calendar year in which the employee's taxable year begins.
4. Limited Self-Support: A qualifying child must not provide more than half of his/her own support for the taxable year

From Board Policy

their spouses, and their dependent children (as defined by the Internal Revenue Service) are eligible. Surviving spouses, who have not remarried, and dependent children of deceased employees who died while in the full-time employment of the University of Arkansas are also eligible.

From the UAS Policies and Procedures, form for dependent enrollment

I certify that the above student is my spouse or dependent child as defined by the Internal Revenue Service. I agree to furnish documentation in support of the validity of the above

statements, including, if requested, copies of federal and state income tax returns as may be necessary to confirm my claim of dependent status.

From UAMS Administrative Guide 4.1.01

Dependent Children – as defined by the [Internal Revenue Service](#).

https://apps.irs.gov/app/understandingTaxes/hows/tax_tutorials/mod04/tt_mod04_01.jsp

A dependent is a person other than the taxpayer or spouse who entitles the taxpayer to claim a dependency exemption.

Process

Complete and submit the [online tuition discount form](#) at least two weeks prior to registration. Some schools including UALR and some of the UAMS colleges **WILL NOT** accept online forms received after the registration deadline. Check with the college you are attending if you have questions regarding deadline dates or refer to your school's academic calendar for final registration dates.

Employees will need their UAMS domain login and password. All students will need their student ID and course information (course prefix, course number, course name, CRN#, credit hours, days/times of classes). This information can be found in the course schedule.

Please click on the link below and select **Employee** if you are a full-time (100%) employee who is requesting a discount at an approved college or university. Please select **Spouse & Dependent of Employee** if you are a spouse or dependent of a UAMS employee (100% full-time employee) requesting a discount.

Once submitted correctly the employee should see the message "Request submitted. Waiting for approval" on the screen. This indicates that the employee form has been submitted to the employee's supervisor and is waiting for approval. The dependent/spouse form will be sent to the employee and is waiting for approval by the employee.

Once the supervisor/employee has approved the discount form, the employee should receive an email notification from ASKHR@UAMS.EDU. The supervisor's approval will send the employee's request directly to the campus you have selected. The employee's approval will forward the dependent/spouse discount directly to the requested campus. All discounts are applied directly at the college/university. The UAMS Office of Human Resources does not apply any tuition discounts to the student's account.

Employees, dependents, and/or spouses should click [here](#) to apply for the UAMS tuition discount.

In order to expedite the process, please make sure that all of the information on the form is complete. Incomplete forms may be rejected and will delay the process. For questions or concerns please contact the Office of Human Resources at 501-686-5650. Or email: ASKHR@UAMS.EDU.

Per Act 605 of 2009, Arkansas higher education students must complete a release of student information consent form. Send the appropriate form below directly to the attending campus, not to our office.

Check with the college you are attending if you have questions or need information about the current semester's deadlines at the various colleges.

Deadlines

Please check with your school for the deadline to submit a request for tuition discount each semester.