

INSTRUCTIONS FOR PROCESSING HALF TUITION REQUESTS FOR STATE EMPLOYEES
(PRESENT THIS FORM TO THE REGISTRAR BEFORE REGISTERING FOR COURSES)

State employees who wish to attend courses at institutions under the control of the South Dakota Board of Regents should complete the first part of the BOR50, sign and date the form and deliver it to their supervisor and personnel officer. Both should certify the information by signing and dating the form in the appropriate place. This area may also be used to authorize time off for course work.

The employee should deliver the completed form to the President's representative (Business Office or Registrar's Office) who should record the tuition dollar value and certify that all requirements have been met to permit reduced (half) tuition. All required fees must be paid; however, the institution should only collect for 50% of the tuition for the course(s).

****NOTE****

1. State employees who wish to guarantee space in a course must pay full tuition. This decision is irreversible, and no partial refund is possible.
2. Tuition reduction is only applicable to state support classes.
3. Graduate tuition reduction programs may be subject to federal income tax.

Questions concerning this procedure should be directed to the Human Resources Officer of the employee's agency or institution or the appropriate campus Registrar. Questions may also be directed to the Regents Human Resources Officer at 773-3455.

**SDCL § 3-20
REDUCED TUITION AT STATE COLLEGES AND UNIVERSITIES**

3-20-1. Reduced tuition for certain state employees--Annual record. Any employee of the state who has been continuously employed by the state for a period of one year may, upon compliance with § 3-20-4 and all of the requirements for admission, attend and pursue any undergraduate or graduate course in any state educational institution under the control and management of the board of regents upon the payment of fifty percent of tuition and one hundred percent of required fees. The board of regents shall maintain an annual record of the number of participants and the tuition dollar value of such participation.

3-20-2. Maximum credit hours to which reduced tuition may be applied. Any employee of the state is eligible for the reduced tuition amount provided for in this chapter for a maximum of six credit hours per semester.

3-20-3. Participation in reduced tuition program limited to available space. The right of any employee of the state to participate in the reduced tuition program is limited to the space available, as determined by the instructor, in any course after all of the full-time or full tuition paying students have registered.

3-20-4. Eligibility for reduced tuition benefits. To be eligible for the reduced tuition benefit, any employee of the state shall:

- 1) Be a bona fide resident of the state and employed by the state in a permanent classification that is eligible for benefits pursuant to chapter 3-12A;
- 2) Maintain an average academic grade of 2.0 or better; and
- 3) Have received a merit rating of competent or better in his most recent merit appraisal or is otherwise certified as competent by his immediate supervisor.

3-20-5. Application for reduced tuition--Rules by board of regents. Any employee of the state desiring the benefits of this chapter shall make application to the board of regents. The board of regents shall determine whether the person is entitled to the benefits of this chapter. The board of regents may promulgate rules pursuant to chapter 1-26 to accomplish the purposes of this chapter.

3-20-6. Effect of other reduced tuition benefits. No benefits may accrue under this chapter if a state employee is entitled to other reduced tuition benefits by law.

**SDCL § 13-55
SCHOLARSHIPS AND FREE TUITION AT STATE INSTITUTIONS**

13-55-23. Application of legislative exemptions. Notwithstanding any other provisions of law, legislatively mandated exemptions, whether whole or partial, from the obligation to pay tuition or other required fees apply only to classes, courses and instructional programs directly supported by moneys appropriated from the general fund.