



The program provides a 50% discount on in-state tuition and the fees included in the tuition rate for eligible full-time and part-time students for dependent children of eligible employees. The Tuition waiver is available for undergraduate and graduate courses. Only tuition and required fees included in the tuition rate will be covered by this benefit. See [ARP 8.61 Tuition Remission Program](#).

### Eligibility

Employee:

- Regular employees and Term appointment employees hired at .5 FTE and above.
- Newly eligible employees must be hired prior to the start date of classes.
- Benefit eligibility is determined on the census date for the semester. If an employee or dependent ceases to be eligible on or before the census date, tuition waivers will be removed from student account.

Dependent:

- Biological children, adopted children, and legally dependent stepchildren
- Under age 25 and unmarried
- Submit dependent [eligibility](#) documentation to Benefit Services
- Students holding a Graduate Assistantship or NM Legislative Lottery Scholarship are not eligible for this benefit.

### Waiver Process & Schedule changes

Submit your waiver request:

<https://tw.nmsu.edu/login>

**\*Note, once waiver has been submitted changes to schedule, financial aid, or eligibility criteria may affect eligibility to receive the waiver, the amount of tuition waived, or taxability. Changes that affect taxability (such as full-time/part-time enrollment status) require submission of a new waiver prior to the deadline. Waivers must be submitted prior to deadlines, late submissions will not be accepted, and payment plan fees will not be waived.**

### Timing & Deadlines

Each semester the waiver will be available 10 days before the full semester term begins. Waivers must be submitted by the deadline below to receive waiver credit to the student account. Late requests will not be processed.

- **FALL** – November 1
- **SPRING** – April 1
- **SUMMER** – August 1

Dependent waiver credits appear in the student account the day after the waiver is submitted by the employee.

**TIP:** Avoid non-refundable [payment plan](#) fees by ensuring your waiver is applied to your student account before the deadline.

### Taxes

Tuition waiver benefits may be taxable, see the [Tuition Taxability page](#) for tax information. **Taxes are deducted in a lump sum from the employee's paycheck** by semester:

- **Fall** – November 30
- **Spring** – April 30
- **Summer** – August 31

## Fees

Only tuition and required fees included in the in-state tuition rate will be covered by this benefit. Students are responsible for other fees that may apply. Examples of fees not covered by this benefit are:

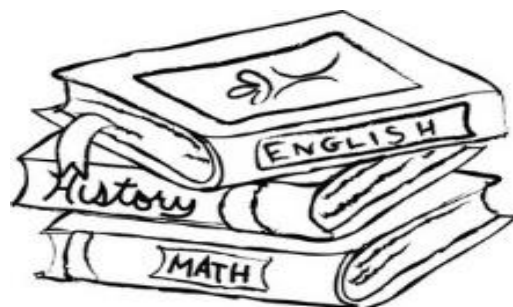
- ASNMSU fee
- Carlsbad Health fee,
- Course Delivery fee,
- Engineering Tech fee,
- Grad Health/Activity fee,
- Late Registration fee,
- Payment Plan fees (Avoid payment plan fees, waivers must be applied to the student account prior to fee deadline.)

For a complete list, see University Accounts Receivable information at <http://uar.nmsu.edu/tuition-fees/>.

## Employee Responsibilities

Faculty and staff are responsible for understanding and abiding by all applicable rules and procedures that pertain to the privilege of this benefit in order to avoid any conflict of interest or conflicts of commitment.

See <http://benefits.nmsu.edu/other/employee-tuition/> for additional information.



## More information

Questions related to the [Dependent Child Tuition Benefit](#) may be directed to Benefit Services.

[NMSU Benefit Services](#) - [benefits@nmsu.edu](mailto:benefits@nmsu.edu)

Office - (575) 646-8000

Fax - (575) 646-2806

### **Student Contacts**

[UAR](#) - [uar@nmsu.edu](mailto:uar@nmsu.edu)

Office - (575) 646-4911

Fax - (575) 646-7773

[Financial Aid](#) - [financialaid@nmsu.edu](mailto:financialaid@nmsu.edu)

Office - (575) 646-4105

[Academic Advising and Student Support](#) - [advising@nmsu.edu](mailto:advising@nmsu.edu)

Office - (575) 646-2941

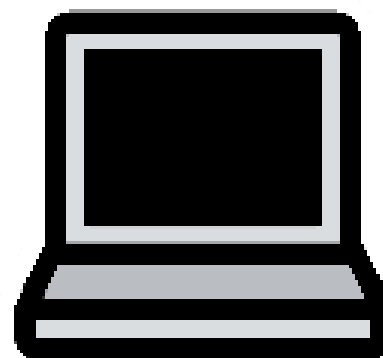
[University Student Records](#) - [records@nmsu.edu](mailto:records@nmsu.edu)

Office - (575) 646-3411

See residency information at <http://registrar.nmsu.edu/residency/>

[NMSU Admissions](#) - [admissions@nmsu.edu](mailto:admissions@nmsu.edu)

Office - (575) 646-3121



The information in this document is meant to serve as a guide for faculty and staff members and does not constitute a binding representation of New Mexico State University (NMSU). NMSU reserves the right to interpret, change, modify, amend, or rescind these guidelines in whole or in part at any time without the consent of employees.