



December 4, 2024

MEMORANDUM

TO: Admissions Officers
Residency Officers

FROM: Farrah-Marie Gomes *Farrah-Marie Gomes*
Associate Vice President for Student Affairs

SUBJECT: Clarification regarding Student Residency Codes for Employees

This memo serves to provide clarification on the use and application of the F-Code for residency for tuition purposes as it relates to RP 6.207 and RP 6.208.

Resident Employees - Employees who are residents of Hawai'i, regardless if they are using their tuition waiver benefit available through RP 6.207, should be coded as R (resident) at the point of admission.

Non-Resident Employees - Per RP 6.208, non-resident employees hired on a half-time basis or more, or those excluded from collective bargaining who have an appointment exceeding three (3) months, are eligible to receive an exemption from the non-resident tuition differential (NRTD). For these employees, their spouses and their dependents, the F code corresponding to this category should be assigned at the point of admission. At that point, the tuition rate for all classes for the F student type will be assessed based on the resident tuition rate as provided by RP 6.208.

Employee Tuition Waivers - Per RP 6.207, all employees hired on a half-time basis or more, or those excluded from collective bargaining who have an appointment exceeding three (3) months, and who register for eligible UH courses are exempted from the payment of tuition and other fees for up to six credits per semester. Employment documentation is necessary to verify eligibility for an employee tuition waiver. For non-resident employees who qualify for the employee NRTD, the employee tuition waiver should be applied after the F student type code is assigned and the NRTD is granted.

Following these guidelines, recipients of Employee Tuition Waivers should have a student residency code of R or F only.

cc: Council of Senior Student Affairs Officers