

TUITION REMISSION POLICY

POLICY STATEMENT

Tuition remission is extended to eligible colleagues of the University as well as their spouses and qualifying children in accordance with the following provisions:

ELIGIBILITY DEFINED

Eligible Colleague: A faculty, administrative or support staff member who meets all the academic and admission requirements of the University; is classified as regular and full-time, including members of the ROTC and special funded programs; and has been employed for one year prior to the start of the semester.

Spouse: The legal wife or husband of an eligible colleague.

Qualifying Child: A child that meets all of the following criteria:

- a) Must be the eligible colleague's biological child, adopted child, stepchild, eligible foster child, or a descendant of any of them.
- b) Must be age 23 or younger as of December 31 of the calendar year in which they are enrolled and a full-time student, or any age if permanently and totally disabled.
- c) Must have lived with the eligible colleague for more than half of the year and have established residency on a permanent basis in the colleague's household, unless the child is the biological child of the eligible colleague.
- d) Must not have provided more than half of his or her financial support for the calendar year.
- e) Must be eligible to be claimed by the eligible colleague as a qualifying child on colleague's tax return for the tax year in which remission is granted.

Additional Criteria:

Tuition remission benefits remain in effect for spouses and qualifying children while the eligible colleague is actively employed by the University.

Tuition remission benefits will also remain in effect for eligible colleagues, spouses and qualifying children as follows:

- a) If the eligible colleague retires under an approved University plan.
- b) If the eligible colleague dies or becomes totally disabled while actively employed provided the colleague has served a minimum of five years prior to his or her death or disability.
- c) If the eligible colleague dies or becomes totally disabled prior to reaching the minimum five year service requirement while his or her qualifying child is currently enrolled as a full-time or part-time student, that qualifying child will remain eligible for tuition remission subject to the provisions of the policy.

Tuition remission benefits will terminate for a deceased colleague's spouse upon the spouse's remarriage.

BENEFIT DESCRIPTION

For eligible colleagues, tuition remission at 100 percent is provided for undergraduate and graduate courses (excluding doctoral programs). Remission for graduate courses may be taxable if IRS Tax Code limits (Section 127) are exceeded.

For spouses and qualifying children, tuition remission at 100 percent is provided for undergraduate courses up to 150 credits.

For spouses, tuition remission at 50 percent is provided for graduate courses (excluding doctoral programs). Remission for graduate courses is taxable.

Tuition remission is also subject to auditing fees.

Tuition remission does not cover courses or programs offered in partnership with other institutions. If enrolled in such a program, check with Human Resources, regarding eligibility.

Tuition remission will apply only to enrollment in regularly scheduled credit courses during the fall, spring, or summer sessions

Studies may be on a full-time or part-time basis.

LIMITATIONS

Tuition remission shall not apply to other fees, room and board charges, textbooks and supplies, any other cost of instruction, or tuition and fees for non-credit courses.

Tuition remission shall not apply to courses taken as "open university," "non-scheduled," and "by arrangement." The academic deans may authorize an exception to the limitation pertaining to courses taken as "open university," "non-scheduled," and "by arrangement."

EXCHANGE PROGRAMS

The qualifying children of eligible colleagues may participate in tuition exchange programs that the University belongs to (e.g., CIC-TEP and Tuition Exchange, Inc.) subject to the guidelines for those programs.

TRAVEL ABROAD PROGRAMS

Qualifying dependents of eligible colleagues may apply for and benefit from travel assistance that supports travel abroad programs on the same basis as any other student.

FINANCIAL AID

New and returning participants taking six or more undergraduate credits will not be eligible for the tuition benefit unless they also apply for financial aid which includes completion of the FAFSA Application form found on-line at www.fafsa.ed.gov. The application must be completed by March 15 preceding the year of enrollment or continuing enrollment.

Any other cash aid, scholarships, grants, and awards (i.e., PHEAA, Pell Grants) shall be used by the University to reduce the University's cost of providing the tuition benefit. These sources of aid will not inure to the student and except for an allowance for books and fees cannot be used by the student for other expenses such as room and board. Total assistance from financial aid and tuition remission is not to exceed the cost of tuition, fees, and the allowance for books and approved supplies.

APPLICATION PROCEDURE

Individuals eligible for benefits under this policy must register for courses through the normal registration process. Upon receipt of an invoice, the enrollee will need to secure a Tuition Remission Waiver form from the Human Resources Department and secure necessary certification of eligibility which includes:

- a) Approval by the eligible colleague's immediate supervisor, director, or dean.
- b) Financial Aid Office certification that application has been made for financial aid.
- c) Human Resources Department certification that the enrollee is eligible for benefits.

CLASS ATTENDANCE

It is expected that courses be taken outside of regular working hours. All class attendance by an eligible colleague requires approval of his or her immediate supervisor for each term.

CLASS SPACE

Tuition remission students under this policy shall not be counted in determining if class size is sufficient for a course offering. Tuition Remission students will be counted in order to determine faculty compensation for teaching a course.

TERMINATION OF EMPLOYMENT

If an eligible colleague leaves the University prior to completion of a course(s), the prorated cost of the course(s) will be deducted from the colleague's final paycheck.

In the event that the final paycheck does not cover full reimbursement due the University, the Cashier's Office and the eligible colleague will agree upon a method of reimbursement.