

Tuition Reimbursement Policy

Full-time Employees

- If an employee is a regular, full-time employee and has worked for the University at least five months, he/she may be eligible to participate in the University's tuition reimbursement program. The Tuition Reimbursement Program only includes basic undergraduate and graduate tuition and not the tuition for other programs such as Equine Studies, Animal Science/Pre-Veterinary Medicine option, Pharmacy, etc. In addition, an employee's spouse and/or children through age 24 and/or step-children through age 24 (to qualify step-children must be claimed as dependent/s on the employee's previous year's Federal Income Tax Return) may be eligible to participate in the University's tuition reimbursement program. Dependent children initially enrolling after July 1, 2005 will be defined according to the definition stated above. Costs for textbooks, materials, additional fees, room and board and miscellaneous fees are not included in the tuition remission policy. Enrollment is permitted in the first full semester or term after the time in service requirement is met. Tuition remission is available for both basic undergraduate and graduate programs; the tax on graduate-level courses for the employee, their spouse and dependents will be waived up to the appropriate level (determined by the IRS each year) during a calendar year. Once the cap has been reached for an employee for a calendar year, the tax exempt form will be used to determine taxability on any amounts over the IRS limits for that year. The University will automatically tax the employee for any reimbursements for their spouse and dependents. Full-time employees are eligible for a maximum of two (2) classes or eight (8) credit hours per semester for basic undergraduate or graduate classes. Spouse and dependent children are not capped. To enroll, employees and their dependents must meet the following requirements:
- Apply for admission as all other students do and be accepted based on the established criteria
- Complete the FAFSA and accept all scholarships, grants and free government monies for which the applicant qualifies. These will be applied to the tuition remission grant. Applicants will not be required to apply outside, private scholarships to the tuition remission benefit.
- Register for classes and complete the tuition remission request form; for graduate classes, an additional form, Graduate Course Tax Exemption Request Form, must be completed for employee's only and submitted to the Vice President for Business Affairs prior to the start of classes in order for the form to be valid. This is important to determine if you should be taxed on the aid over the limit. You will automatically be taxed for aid over the limit during the calendar year for dependents and spouses, as the exempt form does not pertain to them.
- In an event of an employee's death, the spouse and/or dependent children under the age of 25 will be entitled to 100% tuition remission until the spouse remarries.

The Tuition Exchange Program (TEP) and the Council of Independent Colleges Tuition Exchange Program (CIC) are scholarship programs which offer a limited number of tuition scholarships to qualified children of all full-time employees. Scholarships are available at a number of colleges and universities throughout the United States. See the Director of International Recruitment Programs regarding these programs.

Part-time Faculty

Part-time faculty members may be eligible for tuition remission for credit courses and audits at the University if he/she has worked for the University at least five months or has been at the University part-time for at least two years. The Tuition Reimbursement Program only includes basic undergraduate and graduate tuition and not the tuition for other programs such as Equine Studies, Animal Science/Pre-Veterinary Medicine option, Pharmacy, etc. In addition, a part-time employee's spouse and/or children through age 24 and/or step-children through age 24 (to qualify step-children must be claimed as dependent/s on the employee's previous year's Federal Income Tax Return) may be eligible for tuition remission for credit courses and audits at the University. Dependent children initially enrolling after July 1, 2005 will be defined according to the definition

stated above. Costs for textbooks, materials, additional fees, room and board and miscellaneous fees are not included in the tuition remission policy. The tuition remission applies only during the term/semester in which the part-time faculty member is teaching for the University. Basic tuition remission will not exceed the number of credit hours the faculty member is teaching during the term/semester or a maximum of two (2) classes or eight (8) credit hours per semester. Tuition remission is available for both basic undergraduate and graduate programs; the tax on graduate-level courses for the employee, their spouse and dependents will be waived up to the appropriate level (determined by the IRS each year) during a calendar year. Once the cap has been reached for an employee for a calendar year, the tax exempt form will be used to determine taxability on any amounts over the IRS limits for that year. The University will automatically tax the employee for any reimbursements for their spouse and dependents. To enroll, employees and their dependents must meet the following requirements:

- Apply for admission as all other students do and be accepted based on the established criteria.
- Register for classes and complete the tuition remission request form; for graduate classes, an additional form, Graduate Course Tax Exemption Request Form, must be completed for employees only and submitted to the Vice President for Business Affairs prior to the start of classes in order for the form to be valid. This is important to determine if you should be taxed on the aid over the limit. You will automatically be taxed for aid over the limit during the calendar year for dependents and spouses, as the exempt form does not pertain to them. If the part-time faculty member does not complete his/her contracted teaching assignment, he/she must repay the University in full.

Part-time Staff

Part-time staff members may be eligible for tuition remission for credit courses and audits at the University. The Tuition Reimbursement Program only includes basic undergraduate and graduate tuition and not the tuition for other programs such as Equine Studies, Animal Science/Pre-Veterinary Studies option, Pharmacy, etc. In addition, a part-time employee's spouse and/or children through age 24 and/or step-children through age 24 (to qualify step-children must be claimed as dependent/s on the employee's previous year's Federal Income Tax Return) may be eligible for tuition remission for credit courses and audits at the University. Dependent children initially enrolling after July 1, 2005 will be defined according to the definition stated above. Costs for textbooks, materials, additional fees, room and board and miscellaneous fees are not included in the tuition remission policy. The tuition remission applies only after five months of employment of at least ten (10) hours per week and is available only during the term/semester in which the part-time staff member is employed by the University. Tuition remission is available for both basic undergraduate and graduate programs; the tax on graduate-level courses for the employee, their spouse and dependents will be waived up to the appropriate level (determined by the IRS each year) during a calendar year. Once the cap has been reached for an employee for a calendar year, the tax exempt form will be used to determine taxability on any amounts over the IRS limits for that year. The University will automatically tax the employee for any reimbursements for their spouse and dependents. To enroll, employees and their dependents must meet the following requirements:

- Apply for admission as all other students do and be accepted based on the established criteria.
- Register for classes and complete the tuition remission request form; for graduate classes, an additional form, Graduate Course Tax Exemption Request Form, must be completed for employee's only and submitted to the Vice President for Business Affairs prior to the start of classes in order for the form to be valid. This is important to determine if you should be taxed on the aid over the limit. You will automatically be taxed for aid over the limit during the calendar year for dependents and spouses, as the exempt form does not pertain to them.
- Utilize the following schedule to determine number of credit hours for employees:
 - One-fourth time employment – three credit hours remission
 - One-half time employment – six credit hours remission

- Three-fourths time employment – eligible for a maximum of two (2) classes or eight (8) credit hours per semester for basic undergraduate or graduate classes
- Utilize the following schedule to determine number of credit hours for spouse or dependents:
 - One-fourth time employment – three credit hours remission
 - One-half time employment – six credit hours remission
 - Three-fourths time employment – nine credit hours remission
- If the part-time employee resigns or is terminated before the end of the term/semester, he/she must repay the University in full.

If any employee wishes to enroll in classes which are held during the employee's normal work hours, the employee must receive the permission of his or her supervisor and no more than six credit hours may be taken during the normal work hours. Time spent taking classes during normal work hours must be made up before or after the work day. Supervisors are responsible for tracking both the time taken and the time made up.

Tuition Remission Deadline

No tuition remission requests or paperwork will be accepted after the last day you are able to add classes for fall and spring semesters and after the first day of classes for summer session. If the completed form is not handed into the Office of Financial Aid by the dates stated above, you will not be able to have a tuition waiver for that class or classes. The person requesting the tuition waiver should pay the fees and any interest pending before applying for the grant.