
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. In addition, an employee's spouse and/or children through age 24 and/or step-children through age 24 (to qualify step-children they 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 and room and board 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 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.
- 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 before the last day to add classes for that semester.
- In the 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. 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 they 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 and room and board 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 and will not exceed the number of credit hours the faculty member is teaching during the term/semester. Tuition remission is available for both 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.
- If the part-time faculty member does not complete his/her contracted teaching assignment, he/she must repay The University in full.