

## Tuition Remission Policy

The employee, his/her spouse and/or children (not enrolled in College Credit Plus) may be eligible to participate in the University of Findlay's Tuition Remission Program: one undergraduate degree and one graduate degree at the same degree level (one licensure concurrent with a master's degree). Tuition remission will cover up to 150% of the published program length measured by the attempted credit hours. Costs for textbooks, materials, additional fees, room and board, miscellaneous fees, and any non-tuition fees are not included in the Tuition Remission Policy. Any direct-billed, non-tuition charges must be paid prior to being eligible for future tuition remission.

The University of Findlay's tuition remission benefit does not exceed the tuition charges of a regular academic program, as prescribed by the University of Findlay tuition and fee schedule, <http://www.findlay.edu/offices/businessaffairs/student-accounts/Undergraduate-Charges>. Students enrolling in academic programs where additional tuition is charged will be responsible for the difference in tuition. Students pursuing a Doctor of Education may be able to receive a 20% discount and are not eligible for full tuition remission.

Tuition remission may not be available for students pursuing an academic program that has a student capacity limit. Eligibility will be based on availability, programs that are subject to this exception include, but are not limited to, athletic training, occupational therapy, physical therapy, physician assistant, pharmacy, and the Doctor of Education.

To enroll, the employee, his/her spouse and/or children 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. Tuition specific awards will be applied to the tuition remission grant. The University does not require non-tuition specific awards, such as a Federal Pell Grant, be applied to the tuition remission grant. Applicants will not be required to apply outside private scholarships to the tuition remission grant. Beneficiaries of the Tuition Remission Policy are not eligible for any University Endowed Scholarships, per University policy.

### **Full-time Employees and Part-Time Staff with Benefits**

If an employee is a regular, full-time employee or part-time staff with benefits and has worked for the University at least five months, he/she may be eligible to participate in the University's Tuition Remission Program. Enrollment is permitted in the first full semester after the time in service requirement is met.

Full-time employees and part-time staff with benefits are eligible for a maximum of two (2) classes not to exceed eight (8) credit hours per semester for basic undergraduate or graduate classes. Spouse and/or children credit hours are not capped.

Any courses taken by an employee during normal work hours must be approved by the supervisor with arrangement being made to make up time.

In an event of an employee's death, the spouse and/or children 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. Contact the Office of Human Resources regarding these programs.

### **Part-time Faculty (Adjuncts)**

A part-time faculty member may be eligible for tuition remission at the University if he/she has worked for the University at least one (1) semester.

The tuition remission applies only during the semester in which the part-time faculty member is teaching for the University. Tuition remission will equal the lesser of two (2) classes not to exceed eight (8) credit hours per semester or the number of credit hours the part-time faculty member is teaching during the semester. Tuition Remission for the part-time faculty member, his/her spouse and/or children cannot exceed the total number of hours the part-time faculty member is teaching during the semester.

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 without Benefits**

Part-time staff without benefits may be eligible for tuition remission at the University.

The tuition remission applies only after five months of employment and is available only during the semester in which the part-time staff member is employed by the University.

Part-time, non-benefited staff, as well as his/her spouse and/or children who attend the University as a part-time student are eligible for six (6) credit hours of tuition remission per semester. Part-time, non-benefited staff, as well as his/her spouse and/or children who attend the University as a full-time student (12+ credit hours) are eligible for 50% tuition waiver. Please note, the 50% tuition waiver represents 50% of the remaining tuition balance after all University academic and need based aid has been applied to the account.

If the part-time employee resigns or is terminated before the end of the semester in which the tuition remission grant has been applied, he/she must repay the University in full.

### **Graduate-level Courses**

The tax on graduate-level courses for the employee, his/her spouse, and/or children 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 Graduate Course Tax Exemption Request Form will be used to determine taxability on any amounts over the IRS limits for that year. This form must be completed for the employee only and submitted to the Office of Human Resources prior to the start of each semester in order for it to be valid. The University will automatically tax you for the overage of your spouse and children.

### **Tuition Remission Application Process**

Once an individual is registered for tuition remission eligible classes, it is the employee's responsibility to complete the Faculty/Staff Tuition Remission Application. The entire process listed on the application must be completed in order to receive the tuition waiver.

### **Tuition Remission Deadline**

No tuition remission requests or paperwork will be accepted after the sixth day of classes for a fall and spring standard semester nor after the first day of classes for a summer session, weekend college session, degree completion block, or graduate-level course. If the Faculty/Staff Tuition Remission Application is not submitted to the Office of Financial Aid by the respective deadline stated above, a tuition waiver will not be granted for the requested class or classes.

### **Exception Clause**

Individuals who seek an exception to the above policy must submit an official request to Office of Human Resources outlining the reasons for the requested exception. The request for exception will be reviewed by appropriate personnel and a determination of tuition remission eligibility will be determined within ten working days.