

## TUITION REMISSION

A Tuition Grant is a tuition-only scholarship available to employees and their family members who apply and are admitted for enrollment in an academic program at Clarke University. Prior to receiving a tuition grant, the student must be accepted through the admissions procedures and file the federal financial aid application so as to be received by Clarke University by the appropriate deadline. The amount of the tuition grant shall be the difference between tuition costs and any federal or state financial aid for which the student qualifies. Program fees and supplies are the responsibility of the student. All courses under the tuition remission program are subject to space availability.

### Eligibility and Benefit

Employees working at least 20 hours a week are eligible to enroll in undergraduate or graduate coursework.

Full-time - (minimum of 30 hours per week)

- Employees must have completed 1 year of full-time employment. The waiting period must be satisfied with each break in Clarke University employment of 12 months or greater, but the waiting period may be waived if the coursework is directly job related. Employees may enroll in 6 undergraduate credit hours per academic semester tuition-free or 6 graduate credit hours per academic semester at 50/50 tuition cost share. A maximum of 3 credit hours may be applied to daytime classes. All credit hours must be approved with your supervisor and Vice President. Full-time employees are only eligible to receive tuition grants for graduate study if they have not previously been awarded a graduate degree. Multiple graduate degrees through tuition remission are prohibited. In certain circumstances, employees with prior graduate degrees may enroll in certain graduate courses through tuition remission if coursework is directly job-related and approval has been given by the employee's supervisor and vice president. Employees may take up to 3 credits each semester as a non-degree seeking student. However, the class must have the required minimum amount of students, not including the employee, in order to be offered. The same eligibility requirements apply as a degree seeking student.
- Spouses of full-time employees, who have not previously been awarded an undergraduate degree, are eligible for tuition grants for undergraduate study, at the start of the first semester following the completion of one full year of employment. Spouses may take 6 undergraduate credit hours per semester tuition-free.

Spouses of deceased employees enrolled in an undergraduate degree-seeking program at the time of (employee) death are eligible to complete courses for their academic program. Spouses remain eligible to receive a tuition grant for a maximum of 6 credit hours per semester. Courses must be taken continuously to achieve degree using this tuition benefit (no break in academic semesters or academic year). Surviving spouses who remarry are not eligible for the tuition benefit.

- Dependent children under age 25 of full-time employees, who have not previously been awarded an undergraduate degree, are eligible for a tuition-free grant for undergraduate study, at the start of the first semester following the completion of one full year of employment. Dependents are eligible to receive a tuition grant for a maximum of 18

credit hours per semester.

Dependent children under age 25 of deceased employees enrolled in an undergraduate degree-seeking program at the time of (employee) death are eligible to complete undergraduate courses for their academic program. Children remain eligible to receive a tuition grant for a maximum of 18 credits per semester. Courses must be taken continuously to achieve degree using this tuition benefit (no break in academic semesters or academic year).

#### Part-time - (minimum 20 hours per week)

- Employees must have completed 1 year of part-time employment. The waiting period may be waived if the coursework is directly job related. The waiting period must be satisfied with each break in Clarke University employment of 12 months or greater. Part-time employees may enroll in 3 undergraduate credit hours per academic semester tuition-free or 3 graduate credit hours per academic semester at 50/50 tuition cost share. All credit hours must be approved with your supervisor and Vice President. Part-time employees are only eligible to receive tuition grants for graduate study if they have not previously been awarded a graduate degree. Multiple graduate degrees through tuition remission are prohibited. In certain circumstances, employees with prior graduate degrees may enroll in certain graduate courses through tuition remission if coursework is directly job-related and approval has been given by the employee's supervisor and vice president. Employees may take up to 3 credits each semester at a 50/50 tuition cost share as a non-degree seeking student. However, the class must have the required minimum amount of students, not including the employee, in order to be offered. The same eligibility requirements apply as a degree seeking student.
- Spouses of part-time employees who have not previously been awarded an undergraduate degree are eligible for tuition grants for undergraduate study, at the start of the first semester following completion of one year of employment. Spouses may enroll in 3 undergraduate credit hours per semester tuition-free.

Spouses of deceased employees enrolled in an undergraduate degree-seeking program at the time of (employee) death, are eligible to complete courses for their academic program. Spouses remain eligible to receive a tuition grant for 3 credit hours per semester tuition-free. Courses must be taken continuously to achieve degree using this tuition benefit (no break in academic semesters or academic year). Surviving spouses who remarry are not eligible for the tuition benefit.

- Dependent children under age 25 of part-time employees who have not previously been awarded an undergraduate degree are eligible for tuition grants for undergraduate study, at the start of the first semester following completion of one year of employment. Children of part-time employees are eligible to enroll up to 18 credit hours per semester and will receive a 50% tuition grant as a benefit.

Dependent children under age 25 of deceased employees enrolled in an undergraduate degree-seeking program at the time of (employee) death, are eligible to complete undergraduate courses for their academic program. Children remain eligible to receive a 50% tuition grant for a maximum of 18 credits per semester. Courses must be taken continuously to achieve degree using this tuition benefit (no break in academic semesters or academic year).

### Academic Status

Students receiving tuition grants under the Tuition Remission benefit are expected to progress satisfactorily towards degree completion and must maintain a satisfactory cumulative grade point average. A student must maintain a cumulative grade point average of at least 2.00. In addition, students must complete at least 67% of the credit hours attempted based on their enrollment status. If a student receives a failing grade in a class, he or she may retake that class once under tuition remission. If the student fails the class a second time, the cost of taking the class again will not be covered under tuition remission.

Academic progress will be measured at the close of each academic semester (fall, spring, and summer). Normally the student will have one academic semester in which to achieve good academic standing. If the student is not making satisfactory progress by the end of the next semester, Clarke University aid under this benefit will cease.

### Income Tax Information

The taxability of the Tuition Waiver program is determined by federal regulations and is subject to change. If the benefit is considered taxable, the dollar amount of the tuition received by the employee and/or the employee's spouse must under federal law be reported by the University as taxable income to the employee.

Clarke University reserves the rights to terminate, suspend, withdraw, amend, or modify the benefit plans in whole or in part at any time. Further, Clarke University reserves the right to terminate or modify coverage for any group of employees, active or retired, and their dependents or a class of dependents, at any time.

To receive benefits, it is the responsibility of the employee to apply for or enroll in programs for which they are eligible.

### Application

Applications are available on the Human Resources web page. An application for the Tuition Waiver is for financial assistance only and is not an application for admission to an academic program of Clarke University. Applications may be submitted for an entire academic year (summer to spring) but are approved on a semester basis. If an employment change occurs that makes a student ineligible for future tuition remission benefits, tuition remission may be continued through the semester already started. Students who wish to remain at Clarke may then be eligible for the institutional academic and need-based aid for which they may have qualified for had they not had tuition remission. Please see the financial aid office for details.

Employees must apply for the University tuition waiver on forms available in the Human Resources Office or online. The following schedule must be followed:

| <u>Semester Enrolled</u> | <u>Applications Completed By</u> |
|--------------------------|----------------------------------|
| Fall                     | May 1                            |
| Spring                   | October 31                       |
| Summer                   | March 30                         |

Late applications will not be accepted. Specifically, in no case will forms be accepted after a semester has started.

All undergraduate and Timesaver applicants applying for the tuition remission benefit will still be required to submit a FAFSA by July 1<sup>st</sup> of each academic year. The amount of the tuition grant shall be the difference between tuition costs and any federal and state aid or institutional scholarships for which the student qualifies. Failure to file the FAFSA by the deadline will require the student to pay the portion of the tuition that would have been covered by the state or federal grant.

#### Doctorate Programs

Tuition remission does not cover tuition for doctorate programs. Occasionally, faculty instructors without a terminal degree who teach in our Nursing and Physical Therapy departments may be approved to receive tuition assistance in our Doctorate of Nursing Practice or Doctorate of Physical Therapy programs. This assistance may be given to maintain established department standards or to meet specific documented needs that have been pre-approved by Clarke University. This would be negotiated and approved on a case by case basis and would be outlined in the appropriate faculty contract.

#### Summer School

The program of summer school tuition waivers for dependents is contingent upon sufficient enrollment. Course fees are paid by the student.

#### Fees, Contracted Services, and Study Abroad

Where course fees are assessed, these charges are paid by the student. Since non-credit courses and workshops are self-supporting, no tuition grants are awarded. Clarke will not make payment to other schools, programs, or organizations under the tuition remission waiver. This includes payments for workshops or courses that are offered in partnership with an outside agency as well as study abroad programs other than the approved exchange programs.