

University Policy Number 200.26

Tuition Remission

Responsible Administrator: Vice President of Administration

Responsible Office: Office of Human Resources

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Authority: Office of the President

Policy Statement

For **undergraduate** courses, it is the policy of Claflin University to offer eligible full-time employees who have worked at the University for at least six months and their eligible dependents 100% tuition remission. In addition, for **graduate** courses, it is the policy of the University to offer full-time employees who have worked at the University for at least six months, 50% tuition remission.

An employee's enrollment in undergraduate or graduate courses must be approved by the employee's supervisor. In addition, employees and/or their eligible dependents must be students at Claflin University, not another institution, to receive tuition remission. Finally, the University reserves the right to limit the number of employees who can enroll in any one particular class.

Statement of Purpose

Claflin University provides tuition remission to eligible full-time employees and their dependent children/relatives to enhance their level of occupational proficiency or career potential pursuant with the University's Satisfactory Academic Progress (SAP) requirements. This policy provides guidance for the administration of the Tuition Remission Program for administrators, faculty, staff, and eligible dependents.

Definitions

1. Eligible Employee – a full-time employee who has satisfied requirements for eligibility in regard to the period of employment.
2. Eligible Dependent/Relative - a qualifying child and a qualifying relative pursuant to Internal Revenue Service guidelines for the period covered by the request for tuition remission (spouses are excluded). The dependent must be less than 24 years of age; and must not be employed full-time. In addition, the dependent must not have a dependent that lives with them and provides more than half of their support.
3. Net Tuition - the total tuition cost of the course or courses taken; less financial aid that the student receives. (Claflin awarded merit and need-based scholarships [i.e., "Institutional Scholarship"], state and federal grants).
4. Tuition Exchange - a reciprocal scholarship program for the spouse and children of faculty and staff employed at over 570 participating institutions.

Applicability

This policy is applicable to full-time employees (for undergraduate and graduate studies) and their qualifying eligible dependents (for undergraduate studies).

PROCEDURES

Employees/eligible dependents seeking tuition remission must have a current Free Application for Federal Student Aid (FAFSA) on file at Claflin University.

Tuition remission funds cover the cost of tuition only.

Claflin University will **waive University fees for eligible employees only**. Employees on leave (other than Sabbaticals or those receiving disability benefits) are not eligible for tuition remission for themselves; but their dependent children/relatives may be eligible.

The amount of tuition remission is based on the total tuition cost of the course or courses taken less financial aid that the student receives.

Except for loan funds, students who receive tuition remission benefits are not eligible for a refund.

I. Limitation of Benefit

Programs may be excluded for tuition remission by the University without notice.

The University reserves the right to limit employee enrollment in each course to 15% of the total enrollment.

Tuition remission applies to courses at Claflin University, not another institution of higher education.

Employees may not be registered as full-time students, if such full-time status would be a result of courses offered during regular business hours (i.e., 8:00 a.m. – 5:00 p.m.) The current full-time status for undergraduate students is 12 credit hours.

Eligible employees are not required to pay University fees.

Staff who have not worked full-time for the probationary period (six months) and faculty who have not worked one semester are not eligible for tuition remission.

Employees and dependents of employees who do not maintain a 2.00 GPA are not eligible for tuition remission. See the specific reference regarding this requirement on the tuition remission form.

Eligible dependents do not include spouses.

An employee applying for tuition remission for him/herself or an eligible dependent shall complete an application form, obtain required signatures and submit the application to the Office of Human Resources no later than 30 days before the applicable enrollment period (that period that the employee or the dependent plans to enroll and receive tuition remission).

The Office of Human Resources reserves the right to request submission of evidence, to include but not limited to an IRS tax transcript, for the applicable period, to verify that the student is a dependent.

IV. Class Attendance by Employees:

All employees eligible for tuition remission may take up to a maximum of four undergraduate courses not to exceed 12 credit hours per term or two graduate courses not to exceed 6 credit hours per term, see B3n 6atbat. ,

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Death-in-Service/Disability Dependents

Dependents of employees who have been employed full-time for at least five years at the University who become disabled or who die in service shall be