

<b>Policy title:</b> Tuition Remission (Discount)	<b>Category:</b> Human Resources
<b>Owner:</b> Human Resources	<b>Approved by:</b> Administrative Council

## Policy statement

Full-time staff get 25% tuition remission the first year and 100% thereafter. Part-time staff gets 100% tuition remission after accumulating a total of 2080 hours (the equivalent of one full year of employment). This policy is retroactive, which means that anyone who has completed 2080 hours of employment prior to the summer term of 2002 is eligible to apply.

### Educational Opportunities for Staff and Their Families

The program of tuition remission will apply only to credit earned at Nebraska Wesleyan University and will include full tuition for regular academic year classes, Wesleyan Advantage classes, regularly scheduled Summer Session classes, Winter Term classes, and credit earned by examination.

A dependent child is defined as any child by birth or legal adoption listed on the staff member's prior year's Income Tax Return as a dependent.

The program will not include fees, charges and tuition assessed in addition to "full regular tuition," or summer session courses arranged to meet the needs of individual students (such as tutorials, special projects, and internships). Requests for tuition remission for off-campus programs will be reviewed on a case-by-case basis.

Students receiving tuition remission will not receive any other scholarship, aid, or grant from the University. Tuition remission will not be granted to any student then on disciplinary probation. Tuition remission is not automatic; it must be applied for each semester through the Director of Financial Aid. All enrollment standards must be met before tuition remission is provided.

Nebraska Wesleyan University tries to provide employees with the opportunity to change their work schedule to take classes at N.W.U. Flextime to take classes, however, is not an automatic right but a privilege provided only if the nature of the employees' duties allows the employee to flex their daily work schedule.

### Full-time Staff Members and Spouse or Child of Such Staff Members

Any full-time staff member who has completed one full year of full-time service and any spouse or dependent child of such a staff member will receive 100% remission of tuition while enrolled as students at Nebraska Wesleyan University. During the first-year of full-time employment, full-time staff, their spouse and/or dependent children will receive 25% tuition remission.

### Part-time Staff Members and Spouse or Child of Such Staff Members

Part-time staff must accumulate 2080 hours of service to the university, upon completion of which, they will receive 100% tuition remission for themselves, their spouse, and/or their children.

For both of the above categories of employee, any such dependent child will be eligible only through the academic year in which he or she reaches his or her twenty-fourth birthday or until he or she has earned 135 hours of academic credit at Nebraska Wesleyan University, whichever is earlier. The benefits for both child and spouse will cease at the time employment of the staff member by Nebraska Wesleyan University ceases, except if such employment has been terminated by retirement.

### Spouse or Child of Staff Member Who Is Deceased

Any eligible spouse or dependent child of any person who at any time was a full-time staff member for at least one year (or who has accumulated 2080 hours through part-time service) and who is deceased, while an employee of Nebraska Wesleyan University, will receive remission of tuition at a rate of 10 percent for each year (or 2080 hours for part-time staff) such person was an employee of the University.

Any such dependent child will be eligible only through the academic year in which he or she reaches his or her twenty-fourth birthday or until he or she has earned 135 hours of academic credit at Nebraska Wesleyan University, whichever is earlier.

For a spouse to be eligible for these benefits, the spouse must have been married to such staff member at the time of the death or termination of such staff member, and eligibility of the spouse will cease upon his or her remarriage or when he or she has earned 135 hours of academic credit at Nebraska Wesleyan University.

#### **Disabled Staff Member and Spouse or Child of a Disabled Staff Member**

Any totally disabled person who at any time was a full-time staff member for one full academic year (or part-time staff who have accumulated 2080 hours of service) and whose continuous total disability began during employment as a regular staff member of the University and any eligible spouse or dependent child of such disabled person will receive remission of tuition at a rate of 10 percent for each year (of period of 2080 hours for part-time) such disabled employee was a full-time staff member at the University.

The spouse of such disabled staff member will remain eligible only during the time of the staff member's total disability, and the eligibility will cease when the spouse has earned 135 hours of academic credit at Nebraska Wesleyan University.

#### **Part-time Athletic Department Coaches and Spouse or Child of Such Staff Members**

Part-time Head Coaches receive full tuition remission after three years of service. Part-time Assistant Coaches receive full tuition remission after four years of service. All part-time coaches employed at Nebraska Wesleyan University as of April 2002 will have tuition remission calculated from their date of hire.

#### **Other Tuition Remission for Prior Employees and Their Families:**

Any eligible spouse or dependent child of any person who at any time was a regular employee for at least one academic year and who has been terminated by reason of general or limited financial exigency shall receive remission of tuition at the rate of ten percent for each year such person was a regular employee at the University. Any such child shall be eligible only through the academic year in which he/she reaches his/her twenty-fourth birthday or until he/she has earned 135 hours of academic credit at Nebraska Wesleyan University, whichever is earlier. To be eligible for this benefit, the spouse must have been married to a regular employee at the time of the employee's termination of employment. The eligibility of the spouse shall cease upon when he/she has earned 135 hours of academic credit at Nebraska Wesleyan University.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.