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OPERATING POLICY AND PROCEDURE

OP 810.5: Employee (Fulltime Faculty/Staff) Tuition Remission

DATE: June 3, 1985

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to state the general policy of the University regarding the tuition remission benefit for fulltime employees and dependents

REVIEW: This policy will be reviewed every two years in November of odd-numbered years by the Director of Human Resources.

POLICY/PROCEDURE

Employee as Student

1. Qualifying full-time, permanent employees (including faculty) are invited to extend the scope of their knowledge by attending classes of interest to them at Averett University. Courses (graduate and undergraduate) may be either audited or taken for credit with reduced charges for tuition under the following conditions.
 - a. All nursing (BSN, MSN) and health related/healthcare programs (Healthcare Data Analytics) and courses subject to a revenue share arrangement are excluded from this benefit; full tuition rates apply
 - b. The scheduling of the course and its demands do not impair the ability of the employee to perform the obligations of the employee's position. Courses and degree programs that require internships, clinical or practicum experiences that conflict with the employee's primary work obligation with the University (such as clinical or student contact hours) are not eligible for the benefit.
 - c. There is sufficient seat space available in the class without displacing tuition-paying students.
 - d. The employee meets all pre-requisite requirements for the course or has obtained a waiver of such requirements in accordance with academic policies and procedures.
2. This benefit is available to all fulltime, permanent employees to enroll in undergraduate and graduate courses and programs (subject to the Internal Revenue Code limits) Subject to the provisions of paragraph 4 below, the tuition benefit for employees enrolling as students prior to July 1, 2020, is 100% for undergraduate and graduate courses. For employees enrolling as students on or after July 1, 2020, the benefit is as follows:
 - a. A tuition reduction of 50% during the first year of employment for undergraduate and graduate courses.

- b. For courses starting after the first work anniversary, there is a 100% reduction in tuition for eligible programs/courses, both undergraduate and graduate.
3. All fees or charges, other than tuition, must be paid by the employee-student, including lab fees, materials, technology/resource fees, etc. Independent studies have a per-credit-hour instructional fee, to be paid by the student at the time of enrollment.
4. Employees are eligible to obtain only one graduate degree using the tuition remission benefit, thereafter all graduate coursework is at full tuition rates.
 - a. Employees who are enrolled in a program of study to lead to a subsequent graduate degree program using the tuition remission benefit and who has completed one or more courses before January 1, 2020, are eligible to complete that degree with the full tuition benefit so long as:
 - i. The employee is continuously enrolled;
 - ii. Is satisfactorily competing courses; and
 - iii. Maintains a fulltime enrollment level of at least 6 credit hours per term, including summer term if courses are available.
 - b. A graduate assistant who has not yet completed their degree program and transitions to a fulltime position at Averett will be able to complete the graduate degree at the 100% tuition discount.
 - c. A degree obtained while working as a Graduate Assistant or under paragraph 4.b. is counted as the one graduate degree eligible for tuition remission for that employee.
5. Courses taken under this benefit are not considered part of the employee's work schedule. If time will be taken from the employee's regular work schedule, duties must be made up on a schedule determined, in advance of taking the course, with the employee's supervisor. Class assignments are not to be completed during Averett work hours except for break and lunch periods. Desire to enroll in a class may not be the basis for arranging one's own teaching or working schedule.
- 6. Employees who take classes at Averett are role models representing the ideals of Averett. A violation of the Academic Honor Code (for example, cheating, buying papers, or plagiarism) will result in the employee's loss of their ability to enroll in Averett courses using the tuition remission benefit, permanently, and may result in additional disciplinary action up to and including termination of employment**
7. A qualifying employee desiring tuition remission must submit a Tuition Benefit Request Form, signed by the employee and the employee's supervisor, to the Human Resources office which will forward the form, if approved, to the Financial Aid office for final verification and processing. **A properly completed form must be submitted prior to the start of the course so that it can be verified and processed prior to the end of the add/drop period. Failure to submit the form on time will result in employees being billed for the full cost of tuition.**
 - a. If the course is to be audited or is not intended to apply toward a degree from Averett, the employee must submit a Special Student application through the division offering the course (GPS, IDEAL, or Traditional) to initiate the student record and file.
 - b. If the class is to be used toward a degree from Averett, the employee must submit an application for admission, including all supporting documents required, in the normal degree-seeking admissions process for the division through which the degree will be completed (Traditional, IDEAL, or GPS) and the Financial Aid application process if seeking an undergraduate degree. The employee is subject to the normal admission

standards and requirements of the program. Admission is not automatic based on employee status.

- c. Employees who take courses or enroll in degree programs under this policy are subject to all requirements and restrictions that apply to University students as published in the University catalog.

Spouse/Dependent as Student

8. Spouses of permanent, fulltime employees are eligible for the tuition remission benefit for undergraduate degrees only.
9. Dependents of employees are eligible according to the definition established by the Board of Trustees (June 1981). "The children must be dependent upon the employee in the sense that the employee can count the children as exemptions for federal income tax returns."
10. Spouses and dependent children are eligible for tuition remission for undergraduate classes at Averett University that begin **after the employee has reached the one-year full-time work anniversary with Averett**. Dependency must be verified by the Director of Human Resources prior to remission approval by the employee attaching the most recent tax return form to the Tuition Benefit form. This dependent tuition remission benefit applies:
 - a. To tuition charges only; students are responsible for all fees, including lab and technology/resource fees, room and board, and other costs and charges related to enrollment.
 - b. Tuition remission is applied to cover the tuition balance remaining after federal and state grant monies (including Pell) and any funded scholarship that Averett awards to the student are applied to tuition charges. Except, employees, spouses and eligible dependents who are awarded Pell grants may use the Pell book vouchers to purchase books and materials before the Pell funds are applied to the tuition balance.
 - c. Scholarships earned and awarded outside of the University are not applied to offset tuition charges and may be used to cover other costs of attendance (such as residence hall or meal charges, materials, lab or instructional fees).
 - d. No tuition remission benefit is available for graduate courses for spouses or dependents.
11. **Additional Important Information.** Employees, spouses, dependents currently enrolled and taking courses, subject to the provisions of paragraph 4 above, prior to July 1, 2020, will remain eligible for the 100% tuition remission benefit so long as they remain continuously enrolled. If a break in enrollment occurs (withdrawal/re-enroll), the updated benefit program based on employee years' of service will apply.
12. A new Faculty and Staff Tuition Benefit form will need to be completed if the student withdraws and is later readmitted to a program.
13. All students, whether employee or eligible dependent, enrolling in any undergraduate degree program for three or more credit hours per semester who wishes to use the tuition remission benefit must:
 - a. Apply for admission to the university as a "regular student" as defined by the federal student aid department of the U.S. Department of education
 - b. File the federal Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov. Except that an employee or eligible dependent who already holds a

bachelor's degree or who enrolls as a special student (non-degree seeking) is not required to complete a FAFSA.

- c. File the appropriate state grant applications such as the Virginia Tuition Assistance Grant (VTAG) application for Virginia residents at: www.schev.edu . Except that an employee or eligible dependent who already holds a bachelor's degree or who enrolls as a special student (non-degree seeking) is not required to complete a VTAG application.
14. Benefits under this policy terminate when the employee ceases to be a permanent, fulltime employee of Averett University.
15. Exceptions to this policy will not normally be permitted but may be made on occasion if it is in the best interests of the University and under conditions that are compliant with state and federal law, including the internal revenue code, and only with the approval the appropriate area vice president and the vice president of business and finance/CFO.
16. Questions regarding the tuition remission benefit should be directed to the Director of Human Resources.