

## **University Policy Number 200.26 Tuition Remission**

**Responsible Administrator:** Vice President of Administration

**Responsible Office:** Office of Human Resources

**Originally Issued:** August 2009

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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.

- Dependents are not eligible for waiver of University fees.
- Dependents are not eligible for tuition remission for graduate courses.

## II. Benefit Eligibility

- University staff are eligible to receive tuition remission benefits after completion of their six-month probationary period. University faculty are eligible to receive tuition remission benefits after employment for one semester.
- Tuition remission benefits are effective upon an employee's eligibility in accordance with the statement immediately above and as such, applies to invoices with payment due dates on or after the date of-eligibility.
- Employees eligible for tuition remission for **undergraduate courses** may receive 100% tuition remission for up to a maximum of four (4) **courses** (not to exceed 12 credit hours).
- Employees eligible for tuition remission for **graduate courses** receive 50% tuition remission for up to a maximum of two (2) courses (not to exceed 6 hours).
- Because tuition remission is a benefit, employees are not required to enroll in a minimum number of credit hours to receive tuition remission. For example, an employee can enroll in .5 credit hour and receive tuition remission.
- An eligible dependent child/relative of an employee who receives tuition remission must be enrolled as a full-time student, with no less than 12 credit hours and no more than 19 credit hours per semester for a maximum of 8 semesters. The eligibility for dependent children/relatives is determined at the start of each term according to the employee's hire date.
- A dependent who receives tuition remission and who subsequently withdraws from a class, resulting in enrollment in less than the required 12 credit hours necessary to receive tuition remission, will lose the benefit for the applicable class. In such an instance, the amount of the tuition remission attributable to the class will be rescinded and the employee will be responsible for paying the cost of tuition associated with that class to the University.
- If a student who has received tuition remission benefits, receives an Incomplete ("I") grade which later results in that student not meeting the required 2.0 GPA, that student will lose the tuition remission benefit until the required GPA is achieved. In such an instance, any amount in tuition remission paid when the student's GPA is less than 2.0 will be rescinded and the employee will be responsible for paying the amount of the tuition remission to the University.

## III. Application for Benefit

- A new tuition remission application must be submitted for each semester. Tuition remission application forms can be obtained on-line as a Human Resources form.

- 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 Benefit Eligibility.
- Course attendance may not interfere with the employee's scheduled work or job performance. Course attendance must occur outside of normal work hours (i.e., 8:00 a.m. - 5:00 p.m.) *Note: At its discretion, management may, with specific department approval, waive this condition if: (a) it has been determined that a day-time course will directly benefit the employee's performance or, (b) will increase his/her potential and value to the University, or (c) a course is required for graduation and it is only available during normal working hours, and an equivalent course is not offered after working hours.*

In these scenarios, no more than one course per term may be taken during working hours. **Note:** *Course attendance does not constitute work as defined by the Fair Labor Standards Act, Workers' Compensation Act, and other applicable wages and hour laws.*

#### **V. Terminations**

- **Voluntary/Involuntary Terminations**  
Employees who voluntarily or involuntarily terminate their employment relationship with Claflin University will receive tuition remission for the current semester/term only (must have been enrolled prior to the termination). The eligibility for subsequent semesters/terms is by default, null and void. This is also applicable for eligible dependents. Provided that a former employee is re-employed, the requirements for tuition remission, to include fulfillment of the probationary period for staff and faculty, must be met again.

**Special note:** The University reserves the right to terminate eligibility for the current semester/term for just cause.

- **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 permitted to complete their education subject only to the University's SAP Policy. Dependents of employees, who have been employed full-time at the University for less than five years who become disabled or who die, shall be allowed to receive tuition remission benefits for the remainder of the academic year subject to the SAP policy. **Note:** *Dependents must have been enrolled prior to the death or disability.*

## **VI. Tuition Exchange Programs**

Clafin University is a participating member of The Council of Independent Colleges Tuition Exchange Program (CIC-TEP) and South Carolina Independent Colleges and Universities (SCICU). These tuition exchange programs are non-profit associations that serve higher education by making careers at colleges and universities more attractive. All full-time employees and dependent children/relatives are eligible to apply for tuition remission benefits from the consortiums listed. The programs do not provide a guaranteed equal exchange from institution to institution. Details are worked out through each institution's student financial aid office.

For more information about these programs go to: <http://www.cic.edu/tep> and/or <http://www.scicu.org/> .

## **VII. Tax Liability:**

Tuition remission benefits may result in a tax liability to an employee. Please consult with a tax professional.

## **MONITORING**

Similar to other University policies, the administration of this policy is subject to periodic monitoring by University staff to ensure that benefits are provided only to eligible employees and/or their eligible dependents.

