



POLICY

Title:	Tuition Credit Program
Effective Date:	Revised May 18, 2020
Approved By:	Board of Trustees
Responsible Party:	Dean of Student Affairs, VP of Human Resources
History:	4/29/1969; 5/4/1981; 1/26/1998; 10/23/2000; 10/29/2007, 12/21/2015, 5/23/2016

I. PURPOSE

The purpose of the Tuition Credit Program is to provide an opportunity for a Benefit-Eligible Employee to receive tuition credits for use by each Eligible Child towards Educational Offerings at Salus University.

II. DEFINITIONS

Benefit Eligible Employee: For purposes of this policy, faculty and staff who are employed by Salus University at a full-time equivalent (FTE) of .75 or higher in the current academic year and the three (3) immediately preceding academic years.

Educational Offerings means educational coursework towards a certificate or degree offered by Salus University for which tuition is charged.

Eligible Child means those who meet each of the following two criteria:

1. The child is under the age of 35 at matriculation, and
2. The child is one of the following:
 - the biological child of a Benefit Eligible Employee;
 - the legally adopted child of a Benefit Eligible Employee; or
 - a child for whom the Benefit Eligible Employee is the legal guardian.

Stepchildren of Benefit Eligible Employees are not eligible for tuition waiver unless the Benefit Eligible Employee has legally adopted the child or been appointed the legal guardian of the child.

Limit means an amount equal to the then current total tuition to be charged by Salus for its most expensive Educational Offering then offered.

III. POLICY

Salus University will issue tuition credits up to the Limit for each Eligible Child of a Benefit Eligible Employee who pursues an Educational Offering(s). For clarity, the tuition credits may be issued toward multiple (concurrent, consecutive or otherwise) Educational Offerings being pursued so long as the tuition

credits do not exceed the Limit. This benefit is limited to tuition credit which cannot be applied towards administrative fees; the costs of books, instruments and other supplies; or any other costs and expenses.

IV. PROCEDURE

Commencement and Continuation of Eligibility for Tuition Credit Program

The prospective student's admission to any Educational Offering at Salus University is not automatic. Eligible applicants must be accepted for admission to Salus through the standard admission process. To be admitted, the prospective student must submit a formal application to the Salus University Office of Admissions according to the admission calendar and must meet applicable deadlines. The prospective student must competitively meet the University's requirements for admission and pay applicable application fees.

Eligibility for the tuition waiver benefit begins the first academic term following the Benefit Eligible Employee's completion of three successive years of employment at Salus University being in benefit-eligible status. The three successive years of service must be completed by the first day of classes of the applicable academic term to permit use of the benefit in that semester. A child continues to be eligible as long as their parent remains a Benefit Eligible Employee as of the beginning of each academic term for which tuition credit is requested and all other eligibility criteria for the child continue to be met.

Application for Benefit

Upon the Eligible Child's acceptance into an Educational Offering, the Benefit Eligible Employee must complete the Application for Tuition Credit and return it to the Director of Human Resources by no later than 60 days prior to the start of the applicable academic term. A separate Tuition Credit Application must be submitted prior to each academic term for a determination of continued eligibility. Absent unusual circumstances, a tuition credit will not be granted after the beginning of an academic term nor will a tuition credit be withdrawn before the end of an academic term.

Taxability

The amount of tuition credit will be treated as gross income, with corresponding payroll tax deductions, for the Benefit Eligible Employee.

Limitations on Tuition Credit Program Participation

A rolling admissions process similar to that for all other applicants will apply to children of Benefit Eligible Employees. The University reserves the right to limit the number of Eligible Children receiving tuition credits towards a particular Educational Offering during any academic term. In the event the number of Eligible Children seeking tuition credits towards a particular Educational Offering during any academic term exceeds the aforementioned limit, the President shall employ an equitable method to determine which and how such Eligible Children receive tuition credits during such academic term.

Termination of Service or Eligibility

If a Benefit Eligible Employee (1) has their hours involuntarily reduced or is involuntarily laid off or (2) leaves Salus' employment, but qualifies as a retiree according to Salus policy, after the Eligible Child is

accepted into an Educational Offering, the Tuition Credit will continue until the Eligible Child completes, voluntarily withdraws or is dismissed from the Educational Offering in which the Eligible Child was then enrolled.

If a Benefit Eligible Employee (1) voluntarily reduces his or her hours or terminates his or her employment or (2) is involuntarily terminated (for reasons other than layoff), after the Eligible Child has been accepted into an Educational Offering, the Tuition Credit will continue through the end of the academic term in which active employment ceased (without regard to the payment of any severance monies), but not thereafter.

If an Eligible Child loses eligibility during an academic term, the Tuition Credit will continue through the end of the academic term in which the loss of status occurs, but not thereafter.