



## POLICY

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| Title:             | Tuition Waiver Program   |
| Effective Date:    | 12/21/2015   |
| Approved By:       | Board of Trustees  |
| Responsible Party: | Dean of Student Affairs  |
| History:           | 4/29/1969; 5/4/1981; 1/26/1998; 10/23/2000;<br>10/29/2007, 12/21/2015, 5/23/2016 |

### I. PURPOSE

The purpose of the Tuition Waiver Program is to provide an opportunity for a benefit-eligible employee to have the tuition waived for their eligible children for a certificate or degree program taken at Salus University. Participation is voluntary.

### 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 three (3) immediately preceding academic years.\*

***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.

### III. POLICY

Salus University will waive tuition for an Eligible Child of a Benefit Eligible Employee. This benefit is limited to tuition and does not include 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 Waiver Program**

The prospective student's admission to any certificate or degree program 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 semester 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 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 semester for which tuition waiver is requested and all other eligibility criteria for the child continue to be met.

### **Application for Benefit**

Upon the Eligible Child's acceptance into a Salus degree or certificate program, the Benefit Eligible Employee must complete the Application for Tuition Waiver and return it to the Director of Human Resources by no later than 60 days prior to the start of the academic or certificate program. A separate Tuition Waiver Application must be submitted annually for a determination of continued eligibility. Absent unusual circumstances, a tuition waiver will not commence after the beginning of a semester nor will a tuition waiver be withdrawn before the end of a semester.

### **Taxability**

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

### **Limitations on Tuition Waiver 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 tuition waivers it awards each year to each program. If necessary, these limits will be recommended by the Dean or Program Director of each academic program to the President. In the event the number of tuition waiver requests in a semester exceeds the limited number of available seats set by the President, tuition waivers normally will be awarded to the child of a Benefit Eligible Employee who already has matriculated or by another equitable method determined by the President.

The tuition waiver benefit is limited to enrollment into no more than one University program for each child of a Benefit Eligible Employee.

The tuition waiver benefit is limited to the normal course of study for the program in which the student is enrolled. Purely by way of example, and not by way of limitation, the maximum number of years for which tuition will be waived, is as follows:

The University will waive the tuition of an Eligible Child for a maximum length of time equal to the number of semesters or terms normally required to complete the particular academic or certificate program in which the Eligible Child enrolls. In the event an Eligible Child needs to repeat a course(s) or requires remediation for any reason, the maximum length of time for which tuition will be waived is not adjusted.

### **Termination of Service or Eligibility**

Faculty and staff who are approved for the tuition waiver benefit must maintain an FTE of .75 or above during the entire time that their child is enrolled. However, if a Benefit Eligible Employee fails to maintain eligibility, or if a matriculant no longer qualifies as an Eligible Child, the following rules will apply:

If a Benefit Eligible Employee has their hours involuntarily reduced or is involuntarily laid off after the child is accepted into the program, the benefit will continue until the child completes the program or until the maximum time period stated above is reached.

If a divorce causes a student to lose eligibility during an academic year, the benefit will continue through the end of the semester in which the divorce decree is entered, but not thereafter.

If a Benefit Eligible Employee voluntarily terminates his or her employment during an academic year, the benefit will continue through the end of the semester in which active employment ceased (without regard to the payment of any severance monies), but not thereafter.

If a Benefit Eligible Employee resigns his or her employment but qualifies as a retiree according to Salus Retiree Board of Trustees Policy after the child has been accepted into the program, the tuition waiver benefit will continue until the child completes the program or until the maximum time period stated above is reached.

If a Benefit Eligible Employee is involuntarily terminated (for reasons other than layoff) after the child has been accepted into the program, the tuition waiver benefit will continue through the end of the semester in which active employment ceased (without regard to the payment of any severance monies), but not thereafter.

Any questions of interpretation regarding this policy shall be referred to the Human Resources Office for a determination.

\* As of November 1, 2015, employees with an FTE of .75 or higher are benefit-eligible. However, employees who were benefit eligible at .50 FTE prior to November 1, 2015 will have their service at that level considered eligible if their child is accepted for admission anytime up to and including October 31, 2017.