

COLBY-SAWYER COLLEGE

TUITION REMISSION PROGRAM

GENERAL PROVISIONS

- * **Tuition Remission Benefits are for tuition only.** Some courses, such as applied music and riding, carry additional fees which are the employee's responsibility.
- * **Tuition remission does not apply** to the Windy Hill School, non-credit courses, summer programs, or other special programs offered outside of the regular academic program.
- * **Enrollment in a course is on a space-available basis.** Matriculated students have priority over non-matriculated students. Processing fees will be returned to the employee if the class is filled.
- * **Courses may be taken for credit or audit.**
- * **Credit Examinations may be taken without tuition cost.** This does not count against the number of tuition remission hours the employee is eligible for per semester. Employees are responsible for paying fees charged for credit exams given by outside agencies, such as CLEP exams.
- * **Employees are not required to apply for financial aid.** However, since financial aid may be available, all students are encouraged to consult with the Financial Aid department.
- * **Employees who voluntarily terminate employment** during the semester may be responsible for paying prorated tuition costs for themselves or enrolled dependents, based on the amount of time left in the semester.
- * **An employee on a sabbatical** or a medical leave of absence may continue to use Tuition Remission benefits for a spouse or dependent child. The spouse and dependent children of employees on any other type of leave will not be eligible for tuition remission. If the leave begins after the start of the semester, the spouse or dependent child may complete the semester under the tuition remission program.
- * **Tuition remission traditionally has not been regarded as income for tax purposes.** However, employees are encouraged to consult with their own tax advisors concerning the tax implications of participation in this program.
- * **Colby-Sawyer College reserves the right to amend or terminate this program at any time.**

TUITION REMISSION for EMPLOYEES

Eligibility:

- * Regular full-time employees of the college (those whose regular work schedule is at least 30 hours per week for at least 9 months during the year) are eligible to receive tuition remission for up to two courses per semester; however, **only one course may be taken during the employee's regular work schedule. Any change in an employee's work schedule must be approved in advance by the supervisor.**
- * Regular part-time employees who work between 20 and 29 hours per week for at least 9 months per year are eligible to take one course under the tuition remission program per semester. Courses may not be taken during employee's regular work schedule. Part-time coaches and adjunct instructors may take one course per academic year.
- * Temporary employees and part-time employees who work fewer than 20 hours per week or fewer than 9 months per year are not eligible, except by agreement of the Vice President of Administration.
- * Employees who are on a leave of absence are not eligible for tuition remission benefits, unless it is for a course or courses which were begun prior to the effective date of the leave.
- * Retired employees are eligible for Tuition Remission benefits for up to nine credit hours per semester. Courses may be taken for credit or audit.
- * There is no waiting period for eligibility.

Program Regulations:

- **Employees are required to apply for admission to the college** prior to being approved to take a course under Tuition Remission. Please contact the Admissions office for information on how to apply for admission as either a non-degree student or matriculating student.
 - **If an employee is accepted as a non-degree student, s/he must complete a Non-Degree Student Course Registration. On this form, Human Resources will certify for the Registrar that the employee is entitled to the tuition remission benefit. If an employee is a matriculating student, s/he must obtain a Tuition Remission application from the Human Resources Office.**
- **Supervisor approval is required.** While every effort is made to accommodate an employee's request to take courses, it is the supervisor's responsibility to determine whether or not an employee's taking courses will interfere with the efficient operation of the department.
- **A Class Time Make-Up Schedule** must be completed and signed by the employee, the supervisor, and the area vice president. Employees are required to make up work time which is missed due to attending class.
- **Employees may apply for matriculation into a degree program.** Contact the Admissions Department for details. The application fee will be waived for all eligible employees..

Application Procedure:

1. The employee is responsible for completing and submitting the Application for admission to the college as either a non-degree student or matriculating student
2. A **matriculating student employee** is responsible for completing the Application for Tuition Remission, which can be obtained from the Human Resources Office. The Tuition Remission form is completed by the matriculating employee and returned to the Human Resources Department at least two weeks before registering for classes, along with the appropriate processing fee. The application for admission must be accepted before the Tuition Remission application may be approved.
3. A **non-degree student employee** is responsible for completing the Non-Degree Student Course Registration form, which can be obtained from the Registrar's Office.
4. The Director of Human Resources will show either approval or denial of benefits on the appropriate form.
5. The Business Office will credit the employee's tuition bill as appropriate.

TUITION REMISSION SPOUSES and DEPENDENT CHILDREN

Eligibility:

Tuition remission is available for spouses and dependent children of regular full-time employees (as defined above) with no waiting period. **Proof of dependency is required.** The student must be the legal spouse of the employee or a dependent child of the employee as defined by IRS regulations. Normally, this will be a copy of the employee's tax return for the most recent tax year.

Program Regulations:

1. **Dependents may attend either full-time or part-time**, as a matriculating or non-degree student, and may take courses for credit or audit. The dependent must apply for admission (as either a matriculating or non-degree student) and be accepted by Colby-Sawyer, pay a \$25 per course processing fee, and must remain a student in good standing. Up to 18 credit hours per semester will be provided through this program, to a maximum of 180 total credit hours per eligible spouse or dependent child. Any hours in excess of those amounts are the responsibility of the student at regular tuition rates.
2. **To be a matriculated student.**
3. **Full-time matriculating students** must apply for Tuition Remission in full-year increments, and must apply at least two weeks before registering for classes.
4. **Part-time students** (either matriculating or non-degree) must make application for tuition remission benefits at least two weeks before registering for classes.
5. **Fees other than tuition**, such as room and board, activity fees, parking, processing, and lab fees are the responsibility of the student and are not covered by the tuition remission program.
6. **Credit examinations** are covered by the tuition remission program and do not count toward the tuition remission limit of 18 credit hours per semester. Students are responsible for paying fees for credit examinations given by outside agencies, such as CLEP exams.

Application Procedure:

MATRICULATING STUDENTS

1. All students must apply and be accepted for admission as a matriculating student to Colby-Sawyer before tuition remission benefits may be approved. All matriculating students must apply for Tuition Remission at least two weeks before registering for classes. Registration begins in April for the fall semester, and November for the spring semester. See Registrar's Office for specific dates.
2. The completed form should be submitted to Human Resources along with the appropriate processing fee, and evidence of eligibility of the student as a spouse or dependent child.
3. Human Resources will then either approve or deny the application, based on eligibility.
4. The approved Application for Tuition Benefits form will be forwarded to the Business Office and the Registrar's Office for processing.
5. Students will be billed for tuition until all Tuition Remission is credited to her/his account. Therefore, it is to the student's benefit to assure timely initiation of the Tuition Remission approval process.

NON_DEGREE STUDENTS

1. All students must apply and be accepted for admission as a non-degree student to Colby-Sawyer before tuition remission benefits may be approved.
2. Non-degree students register for classes by completing a Non-Degree Student Course Registration form, which is obtained from the Registrar's Office. Registration begins in April for the fall semester, and November for the spring semester. See Registrar's Office for specific dates.
3. In completing the Non-Degree Student Course Registration, the non-degree student is required to obtain clearance from the Business Office (by paying any applicable fees), Human Resources (for CSC employee dependents) or their supervisor (for contract employees).
4. Students will be billed for tuition until all Tuition Remission is credited to her/his account. Therefore, it is to the student's benefit to assure timely initiation of the approval process.

TUITION REMISSION Checklist - CSC only

MATRICULATED STUDENTS

For employee:

For Spouse/Dependent Children:

Process	Deadline	Process	Deadline
_____Application to CSC	4 weeks before first Registr.	_____Application to CSC	4 weeks before first Registration
_____Application for TR	2 weeks before Registration*	_____Application for TR	2 wks before Registration*
_____Fees (\$25/course)	w/TR application	_____Fees due (\$200/yr)	w/TR application
_____Class Make Up	w/TR application	_____Proof of dependent status	w/TR application
_____Time Sheet		_____Consult w/Financial Aid	before Registration

NON-DEGREE STUDENTS

For Employee:

For Spouse/Dependent Children:

Process	Deadline	Process	Deadline
_____Application to CSC	4 weeks before Registration	_____Application to CSC	4 weeks before Registration
_____NDS course registration	2 wks before registering	_____NDS course registration	2 wks before registering
_____Fees (\$25/course)	w/registrat.	_____Fees (\$25/course)	w/course Registration
_____Class Make-up	w/Regist.	_____Proof of dependent status	w/TR application “
_____Time Sheet			

NOTE: Dependent children must have their dependent status updated once each year.
Spouses need only show proof once in a reasonable time period.

*** Registration** begins in April for the following fall semester, and November for the following Spring.

COLBY-SAWYER COLLEGE
Application for Tuition Remission Benefits
Matriculated Students Only

This form must be completed and returned to the Human Resources Department at least two weeks before registering for classes. You must have been accepted for admission to the college as a matriculated student before this application will be approved.

CHECK the TUITION BENEFIT PLAN for which you are applying:

_____ **Employee** Tuition Remission Benefit
_____ **Spouse/Dependent Child** Tuition Remission Benefit

Employee name _____
Department _____ Campus extension _____
Date of Hire _____ Social security number: _____

Dependent's Name _____
Home address _____
Social security number _____ Phone _____

Check one:

_____ Fall Semester 200__
_____ Spring Semester 200__

_____ Number of Credit Hours _____ Date of acceptance to CSC
_____ Number of Audit Hours
_____ Total Credits this semester

Employee's signature **Date**

TO BE COMPLETED by HUMAN RESOURCES:

Eligibility for Tuition Benefits: ___ Approved ___ Denied Reason _____
Documentation of Dependency Status Received: ___ Yes ___ No ___ N/A
Processing Fees Received: Date _____ Check # _____ Amount: _____
Human Resources Signature: _____ Date: _____

Routing: Original: Registrar _____ cc: Admissions _____
cc: Financial Aid _____ cc: Student Accounts _____

Class Time Make-Up Schedule

Complete this form for each class taken during working hours. Please return the signed form to the Human Resources Department with other application materials.

Name _____ Dept. _____

Regular Work Schedule: From _____ AM
_____ PM To: _____ AM
_____ PM

Class Schedule:

Name of Class _____

Class Time: From: _____ AM
_____ PM To: _____ AM
_____ PM

Class Days (circle) M T W T F

Total class time during working hours _____ Hours/week

Make-up Schedule:

Any lost work time due to the taking of classes must be made up within the same week in which it is lost. Describe plans to make up class time. Be specific as to dates and times. This arrangement must be agreed upon by you and your department manager.

Total make-up time: _____ Hours/week

_____ Classes do not interfere with my regular work schedule
OR my schedule is flexible enough to take above classes without missing any work time.

Agreed to by:

Employee's signature Date

Supervisor's signature Date

area Vice President's signature Date