## *What is the Tuition Waiver Program?*

The purpose of Hamline University's Tuition Waiver Program is twofold:

- To provide tuition assistance to employees, their spouses, their domestic partners, and dependents to pursue courses of study at Hamline or other cooperating institutions as specified in these guidelines; and

- To provide employees with an opportunity to improve job performance through formal academic instruction.

*The tuition waiver covers only the cost of tuition. Charges for room and board, fees covering student activity, laboratory, individual instructions, health, athletic, study abroad, and other special fess are not covered by the tuition waiver.*

## *Which Employees are Eligible for Direct and Dependent Tuition Waivers?*

I. Benefits at Hamline University
   A. Employee waivers
      - All regular, full-time faculty, exempt and nonexempt staff after 18 months of continuous employment. (Union members of Local Union Number 70, refer to current contract)

   B. Dependent/Spousal/Domestic Partner Tuition waivers
      - All regular, full-time faculty, exempt and nonexempt staff, who have completed 18 months of continuous employment are eligible to receive tuition waivers for spouse, domestic partner and /or dependent children. (Union members of Local Union Number 70, refer to current contract)

II. Associated Colleges of the Twin Cities (ACTC)
   A. Employees waivers
      - Not available

   B. Dependent /Spousal/Domestic Partner Tuition waiver
      - Same criteria established for receiving dependent tuition waivers at Hamline University (excludes members of Local Union Number 70) and any additional criteria stipulated in the ACTC benefits guide.
      - Due to possible imbalance of students at each school, there is the possibility that the waiver may not be granted from the ACTC school.
      - **See the ACTC policy guide for more details (available in the Department of Human Resources or Office of Financial Aid)**

III. National Tuition Exchange Program

A. Employee waivers

- Not Available

B. Dependent/Spousal/Domestic Partner Tuition waivers

- Same criteria established for receiving dependent tuition benefits at Hamline University (excludes members of Local Union Number 70) and any additional criteria as stipulated in the Tuition Exchange policy.

- Dependents eligible to apply through the tuition exchange program are not guaranteed an award. Due to an imbalance of students between schools, there may be a chance that Hamline could be either limited or prohibited from sending students on the exchange program. ***If Hamline is limited to the number of students we are able to send on the exchange program, priority will be given to the employee(s) with the greatest number of years full-time of service at Hamline.***
    - **Review the tuition exchange policy for more details (available in the Office of Financial Aid)**

## *What is the Value of Hamline University's tuition waiver?*

I. Employee Tuition - **Academic year**

A. College of Liberal Arts

- Full tuition for up to 4 credits each term.

B. School of Law

- Full tuition for up to 4 credits each term.

C. Graduate/Doctorate (Hamline School of Business, Hamline School of Education-degree programs, and Graduate Liberal Studies Program)

- Full tuition for up to 4 credits each term.

D. Post Baccalaureate Programs (Forensic Science, Education, and Legal Studies)

- Full tuition for up to 4 credits each term.

E. Graduate Continuing Education

- Full tuition for up to 4 credits each term.

F. Hamline Law Institutes

- 50% tuition for up to 4 credits each term.

    - *Enrollment in any course is on a space available basis.*
    - *Amount of tuition waived is considered taxable income for any graduate or law credits if amount exceeds $5,250. Student/taxpayer is responsible for reporting*

*as income on the tax return tuition benefits in excess of this limit.*

- ❖ *Programs or certificates not listed above will not be covered under the tuition waiver program.*

II. Dependent/Spousal/Domestic Partner Tuition - **Academic Year**

A. College of Liberal Arts

- The amount of the benefit varies in accordance with initial date of appointment. Employees appointed prior to October 16, 1976, are eligible for one hundred percent (100%) of tuition for dependents for either full or part-time study. Employees appointed after this date are eligible for ninety percent (90%) of the tuition benefit for either full or part-time study.

B. School of Law

- Fifty percent (50%) of tuition for full-time or part-time study.

C. Graduate/Doctorate (Hamline School of Business, Hamline School of Education-degree programs, and Graduate Liberal Studies Program)

- Fifty percent (50%) of tuition for full or part-time study.

D. Post Baccalaureate Programs (Forensic Science, Education, and Legal Studies

- Fifty percent (50%) of tuition for full or part-time study.

E. Graduate Continuing Education

- Fifty percent (50%) of tuition for full or part-time study.

F. Hamline Law Institutes

- Fifty percent (50%) of tuition for full or part-time study.

- ❖ *Enrollment in any course is on a space available basis.*
- ❖ *Amount of tuition waived is considered taxable income for any graduate or law credits.*
- ❖ *Programs not listed above will not be covered under the tuition waiver program.*

III. Employee and Dependent/Spousal/Domestic Partner tuition - Summer session. (Summer session is considered one session that includes all mini, module or parts of term within the summer term(s) June 1 through August 31.)

A. For Hamline employees - One hundred percent (100%) of tuition for up to 4 credits for all above listed programs, excluding ADR, which is 50% up to 4 credits.

B. For Hamline employees who have dependents enrolled as students at Hamline - One hundred percent (100%) of tuition for up to 8 credits for Dependent/Spouse/Domestic partner, for Undergraduate, Law and Continuing Studies programs. Fifty percent (50%)

of tuition for up to 8 credits for Graduate programs, School of Business, School of Education, and ADR programs.

C. For Hamline employees who have dependents who attend other colleges during the academic year - Fifty percent (50%) of tuition up to 8 Hamline Undergraduate credits.

*Other Dependent/Spousal/Domestic Partner criteria:*

I. Matriculation - Dependents must be admitted to a degree program.

II. Student Status - Students may use the benefit for full or part-time study as stipulated above, provided a matriculated status is maintained throughout the program of study.

III. Length of Study - four years of undergraduate study, five years of graduate study or three years of professional study, or upon receipt of baccalaureate, graduate or law degree, respectively, whichever occurs first. The four, five or three-year limitation includes time spent by the student at Hamline University or any other institution prior to eligibility for the tuition benefit. Post baccalaureate and other continuing studies courses have a five year equivalent limitations.

A. Benefits used for courses dropped after at least one percent of charges are applied and failed or not completed courses at Hamline University will be considered used benefits and will not be subsequently reinstated.

B. For students transferring from another institution to Hamline University, the value of the dependent tuition waiver shall be the number of total credit hours required for completion of the Hamline University baccalaureate, master's or law degree program to which the student is admitted LESS those credit hours accepted by Hamline University toward completion of that degree program.

C. Students transferring from one degree program and/or school or college within Hamline University to another will be eligible for the number of credit hours required to complete the baccalaureate, master's or law degree program to which the student has transferred LESS the number of credit hours taken prior to the transfer, even though some of the pre-transfer credits may not be applicable to the new degree.

D. The records of Hamline University's Registrars' Office shall be determinative in establishing credit hour usage of dependent tuition waivers.

IV. The value of the dependent tuition waiver will be reduced by the amount of state, and/or federal grants. The waiver may be adjusted pending the value of any outside scholarships or grants received. Dependents must timely apply for these benefits in a timely fashion and cooperation with the financial aid office of the institution where they are planning to enroll.

V. The dependent tuition scholarship is applicable only to regular tuition charges. Charges for room and board, fees covering student activity, laboratory, individual instructions, health, athletics, study abroad, and other special fees as stipulated above are not covered by dependent tuition waivers.

## *What Happens to the Benefits if the Employee Terminated Employment, Goes on Leave of Absence, Retires or Dies?*

I. Termination: Termination of employment which interrupts the continuous accumulation of service credits or changes the employment status to an ineligible status will immediately terminate the benefit. Any student enrollment that continues after a termination that occurs during a semester will require payment of the prorated tuition balance as applicable.

II. Leave of Absence**:** A leave of absence interrupts the continuous accumulation of service credits. Therefore, an employee on leave of absence would not be eligible for tuition benefits during the leave of absence period and would be responsible for the tuition balance prorated from the date the leave of absence begins to the end of the semester as applicable.

III. Retirement or Death**:** Upon retirement or death of an employee whose dependent is currently participating in the dependent tuition waiver program, the dependent tuition waiver will continue under the original terms of the individual program.

IV. Prior to June 30, 2008, upon the retirement or death of an employee with 10 years full-time continuous employment or its equivalent, other dependents who become eligible after the employee's retirement or death will be eligible for applicable tuition waivers (Hamline University tuition waiver, ACTC tuition waiver, National tuition exchange and the Council of Independent Colleges tuition exchange. Employees retiring after June 30, 2008, will no longer be eligible for the National Tuition Exchange program. Eligibility for Hamline University Tuition Waiver, ACTC Tuition Exchange and the Council of Independent Colleges will remain after June 30, 2008.

## *What is the Value of the Dependent Tuition Waiver at ACTC and Tuition Exchange Institutions?*

I. Associated Colleges of the Twin Cities (ACTC) Inter-College Cooperation & Cross Registration Programs of study at Augsburg College, Macalester College, University of St. Thomas and The College of St. Catherine.

A. Employee Tuition
- Not Available.

B. Dependent Tuition
- The value of the tuition benefit varies with the institution in which the dependent is

enrolled: ninety percent (90%) of tuition at Macalester College and Augsburg College, and seventy-five percent (75%) of tuition at The College of St. Catherine and University of St. Thomas.

- The student is responsible for all charges other than tuition, such as music study, laboratory fees and student fees.
- The reciprocal agreement excludes graduate, weekend college and summer session programs and all other programs of study which require payment to another institution or agency, such as programs abroad or special courses outside ACTC.
- Eligibility for spouses and domestic partners of employees is defined by the receiving institution.
- The participating institutions may have different eligibility waiting periods for employees and dependents. If there is a difference in the waiting period between the sending and receiving institution, the longer period shall apply.
- The ACTC agreement does not cover any summer courses.
- A dependent tuition waiver may be applied only to undergraduate day courses at ACTC institutions as stipulated above.
- The value of the dependent tuition benefit at these institutions varies as stipulated above. But in all instances, as at Hamline University, the tuition will be reduced by state and federal grants. The waiver may be reduced by the value of any outside scholarships and grants the dependent is receiving or has received.

II. National Tuition Exchange Program

A. Undergraduate study up to one hundred percent (100%) of tuition for full or part-time study at nearly 480 member institutions nationwide.

B. Graduate and Professional study up to one hundred percent (100%) of tuition for full or part-time study at many member institutions, but not all. The decision to grant a tuition scholarship remains with the participating institutions.

C. This program <u>does not guarantee</u> tuition at any participating member institution. Since tuition exchange scholarships are awarded by the participating member institutions, their availability, value and duration may vary.

D. National Tuition exchange benefits are available to dependent children only.

III. Other ACTC and Tuition Exchange Information:

A. If the employee's anniversary date falls after the first day of classes, tuition benefit at ACTC institutions is prorated the same as if at Hamline University from the anniversary date to the end of that semester. But if the dependent is enrolled at a Tuition Exchange institution, the benefit does not begin until the next semester following the dependent's initial enrollment.

B. Other ACTC and National Exchange Tuition member institutions may impose different enrollment limitations or conditions

## *What are the Additional Eligibility Requirements?*

I. Employee Tuition

A. An employee is eligible for tuition benefits as outlined above, immediately upon 18 months of full-time employment, provided the following conditions are satisfied: (Union employees, refer to current contract)

1. The employee receives permission from supervisor for courses taken during scheduled work hours.
2. An employee may enroll in a course during regular work hours if the course is prescribed as a short-term solution in improving the employee's job performance as jointly agreed to by the employee and supervisor; and/or
3. The course is considered part of a comprehensive, long-term plan by the employee and supervisor to enhance the former's career development and advancement.
4. If none of these conditions are met, several options may be available:
    a. courses may be taken outside scheduled work hours;
    b. ban equivalent adjustment be made in the employee' schedule to make up the time away from work;
    c. can equivalent adjustment be made in the employee's pay; or
    d. the time away from work be deducted from the employee's vacation or compensatory leave accruals, if applicable.

## *Who are Eligible Dependents?*

I. Eligible dependents include an employee's spouse, domestic partner, and children (natural, legally adopted and step-children) as determined by Federal financial aid guidelines. **(Dependant status follows the regulations as stated on the FAFSA form set by the Department of Education.)**

II. Proof of dependent status may be required; that is, marriage certificate, adoption papers, a court order, notarized statement, income tax documents as filed with the IRS.

III. It is mandatory that you fill out a FAFSA form each year.

### *What Happens to the Benefit if the Employee's Anniversary Date Falls After the First Day of Classes?*

I. Dependent Tuition Scholarship at Hamline University

A. If the employee's appointment anniversary date falls after the first day of classes, the amount of the benefit will be prorated from the anniversary date to the end of the semester. The employee is responsible for tuition costs from the first day of classes to the anniversary date.

### *How Does One Apply for Tuition Waivers?*

I. First-Time Applicants**:** Applicants for either the employee or dependent tuition scholarship must complete an initial application for each new individual. It is important to note that the dependent tuition waiver is not automatically activated with the student's acceptance to Hamline University by the Office of Admissions of the College of Liberal Arts, School of Law, School of Business, School of Education, or the Graduate School of Liberal Studies. A separate application must be made to receive these benefits.

A. Application forms are available from the Department of Human Resources

B. Completed forms should be forwarded to the Department of Human Resources for verification of employee eligibility as indicated below. The Human Resource Department will notify the employee and Office of Financial Aid regarding approval or rejection.

II. Renewal Applicants**:** Renewal applications are available in the Office of Human Resources. The form covers renewal of benefits for the ensuing Summer, Fall, Interim and Spring semesters, as requested.

A. The renewal form covers tuition waivers for Hamline University, ACTC and Tuition Exchange institutions.

B. Tuition Exchange certification letters are forwarded to the dependents school of choice in November from the Office of Financial Aid.

III. Application Deadlines:

A. Hamline Benefits: Hamline University first-time/renewal applications for Summer, Fall, Interim and Spring sessions. **Note: If your application in not turned in to the Office of Human Resources by the end of the term you will NOT be eligible for the tuition waiver benefit.**

B. ACTC: Applicants should check with other ACTC institutions.

C. Tuition Exchange: **October 31**- Tuition Exchange first-time/renewal applications. (*The list of Tuition Exchange institutions may be acquired from Hamline's Financial Aid and/or Human Resources Offices. There is also a list of tuition exchange institutions on line at www.tuitionexchange.org.)*

Mail Application to:
Tuition Scholarship Coordinator
Hamline University
Department of Human Resources
MS-C1904
1536 Hewitt Avenue
St. Paul, MN 55104-1284

For questions or further information, please call (651) 523-2210.
The guide supersedes all previous ones issued.

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