



Tuition Waiver Guide for Internal and External Programs

Summary. Hamline University actively supports opportunities for the growth and development of the whole person. As a community, we strive every day to deliver lifelong learning as a cornerstone of our mission as a university.

Hamline currently participates in five programs that provide tuition exchange, or waivers, with other cooperating institutions to fund or subsidize a portion of personal expenses associated with the cost of higher education. Hamline's participation in these programs is subject to change, as are the eligibility requirements of each program. The following sections will guide you through the various programs currently available.

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I. The Hamline Employee Tuition Waiver Program

Eligible Hamline employees, their spouses, and their eligible dependents may receive a waiver of certain tuition expenses for courses at Hamline University as outlined below. In approving participation, Hamline University retains the right to limit enrollment under this program in specific courses due to space availability, class size or other concerns. Hamline University retains the right to modify this program in a manner consistent with business needs and organizational objectives at its sole discretion.

A. Eligibility for Tuition Waiver as an Employee Taking Classes: Hamline employees eligible for the program are those who are active, full-time, benefit-eligible and working greater than 30 hours a week during a full academic year and who have been an active, full-time, benefit-eligible Hamline employee for a continuous eighteen month period prior to the start of the course for which there is a requested tuition waiver. (Previous and/or part-time employment does not count toward waiver eligibility). This program does not apply to union members, who should refer to their current contract for any tuition waiver eligibility.

Terms of Tuition Waiver Program for Eligible Employees Taking Classes:

1. Hamline will waive 100% of tuition expenses for up to four (4) credits per semester (fall, spring and summer) undergraduate and graduate, graduate/doctorate degrees programs, and post-baccalaureate programs at Hamline.
2. Study abroad, J-term courses, labs, continuing education programs (courses not leading to a degree), music lessons, individualized instruction; courses without assigned credits, room & board, and any other fees are excluded from any tuition waiver.
3. Enrollment in any course is on a space available basis.
4. If a course needs to be retaken due to an unsatisfactory grade or any other reason, tuition waiver will not cover the tuition for retaking the course.
5. The amount of tuition waived may be considered taxable income, and it is the employee's responsibility to be aware of and properly report any required taxable income. Currently, the amount of the tuition waiver considered taxable income is that for any graduate credits if the amount exceeds \$5,250.

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- Student/taxpayer is responsible for reporting as income on the tax return the amount of tuition waived in excess of taxable income limits.
6. The ability to enroll in any class during regular work hours is subject to:
 - a. The employee receiving written documentation from their leader for courses taken during scheduled work hours. The employee is responsible for submitting this documentation to the Office of Human Resources.
 - b. If an employee is nonexempt, the employee also is expected to clock out during class time. Leaders may choose to have non-exempt employees use accrued and unused vacation or floating holiday time for any courses held during business hours.
 7. Employees participating in this program are required to abide by all policies, rules and regulations which are applicable to regularly enrolled students at the institution. Failure to adhere to these will result in the loss of eligibility in the tuition waiver program, and other penalties as applicable.

B. Eligibility for Tuition Waiver as a Spouse or Dependent Child of an Eligible Employee: The spouses of eligible employees (as defined above) are eligible for this tuition program. Proof of spousal status is required to be submitted to the Office of Human Resources by a marriage certificate, court order, notarized statement, or income tax documents as filed with the IRS. The dependents of eligible employees (as defined above) also are eligible for this program. Covered dependents are the children (natural, legally adopted, and stepchildren as defined by federal financial aid guidelines (FAFSA) as set by the Department of Education). Proof of dependent status is required to be submitted to the Office of Human Resources in the form of adoption papers, court order, notarized statement, or income tax documents as filed with the IRS. All eligible dependents and spouses participating in the program must complete a FAFSA form annually.

Terms of Tuition Waiver Program for A Covered Spouse or Dependent of An Eligible Employee:

1. Hamline will waive 90% of tuition expenses for undergraduate full or part time studies toward an academic degree at Hamline for the fall and spring academic terms. If the student also is awarded Hamline-based merit scholarships, the amount of the tuition waiver will be 90% of the remaining

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tuition costs. This 90% may be covered by Hamline, Federal or State funding. By way of example only:

	Example 1	Example 2	Example 3	Example 4
Tuition	\$35,000	\$35,000	\$35,000	\$35,000
Minus HU Merit Scholarship	\$20,000	\$10,000	0	0
Remaining Tuition	\$15,000	\$25,000	\$35,000	\$35,000
Multiplied by 90%	x 90%	x 90%	x 90%	x 90%
Minus Federal/State Financial Aid	0	0	0	\$6,000
HU Staff Waiver	\$13,500	\$22,500	\$31,500	\$25,500
Total Gift Aid	\$33,500	\$32,500	\$31,500	\$31,500

2. Hamline will waive 50% of tuition expenses for graduate/doctorate degree programs, and post-baccalaureate programs at Hamline.
3. Study abroad, J-term courses, labs, graduate continuing education programs (courses not leading to a degree), music lessons, undergraduate summer school, individualized instruction, courses without assigned credits, room & board, and all fees are excluded from any tuition waiver.
4. Enrollment in any course is on a space available basis.
5. If a course needs to be retaken due to an unsatisfactory grade or any other reason, tuition waiver will not cover the tuition for retaking the course.

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6. The tuition waiver for covered dependents, children of eligible employees, as defined by FAFSA, is limited to a maximum of four (4) years, or eight (8) semesters, as an undergraduate, graduate, post-baccalaureate, and doctorate student. There are no time commitments or constraints associated with the length of study for eligible employees and their spouse.
7. To receive and maintain a tuition waiver under this program for courses toward an academic degree, covered spouses and dependents of an eligible employee must:
 - a. Show evidence of being admitted to a Hamline University degree program;
 - b. Maintain matriculated status throughout the program of study; and
 - c. Maintain a satisfactory grade point average of 2.0 or better (See Hamline's Satisfactory Academic Progress (SAP) for additional information).
8. Should a spouse or dependent of an eligible employee drop a class they have registered for, they will be billed on a prorated basis (See Hamline's Return of Financial Aid Policy).
9. Spouses and dependents participating in this program are required to abide by all policies, rules and regulations which are applicable to regularly enrolled students at the institution. Failure to adhere to these policies, rules, standard will result in the loss of eligibility for the student and for the eligible employee in the tuition waiver program, and other penalties as applicable.
10. The amount of tuition waived may be considered taxable income and it is the employee's and the student's responsibility to be aware of and properly report any required taxable income. Currently, the amount of the tuition waiver is considered taxable income for any graduate credits if the amount exceeds \$5,250.

II. The Council of Independent Colleges (CIC)

What is the Council of Independent College Tuition Waiver program?

- Tuition is waived 100% for dependent children of eligible employees.
- Charges for room and board, fees, laboratory, individualized instruction or any other fees may not be included in tuition waiver discounts.

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- This program and the terms of this program are subject to elimination or change at CIC's discretion and are conditional on Hamline's participation in the program (which is at its discretion).

Who is eligible to apply?

- All dependent children (as defined by FAFSA) of regular, full-time employees who have been employed for a continuous eighteen month period prior to the start of the course(s) for which there is a requested waiver. (Previous and/or part-time employment does not count toward eligibility.) Full-time employees are defined as employees working greater than 30 hours a week on average. Dependent eligibility is subject to change in the event the CIC changes the program eligibility.

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What programs are eligible for The Council of Independent Colleges (CIC) tuition waiver program?

- Please see program information on [The Council of Independent Colleges website](#).
- Undergraduate study up to one hundred percent (100%) of tuition for full-time study at nearly 436 member institutions nationwide.
- Graduate and Professional study up to one hundred percent (100%) of tuition for full-time study at many member institutions, but not all institutions offer graduate and professional study.
- This program does not guarantee tuition at any participating member institution. Since the Council of Independent Colleges' scholarships are awarded by the participating member institutions, their availability, value and duration may vary.
- The Council of Independent Colleges' tuition waiver program is available to eligible dependent children of eligible employees only.
- Other restrictions and requirements may apply at the member institutions. The student and the employee are responsible for locating and reviewing these requirements at the appropriate office of their school of choice.

Important Information. If eligible, Hamline accepts the waiver application for employees and their family members based on employment status, dependent eligibility and employee seniority; however, students must be accepted to their school of choice through the usual enrollment process. The Council of Independent Colleges Tuition Waivers are granted by the participating institution, these programs require that the import and export of students must balance, therefore the waiver of tuition is not guaranteed. Each participating institution may accept only three new students annually.

III. Tuition Exchange Program Inc. (TE)

What is the Tuition Exchange program?

- Tuition discount varies, and is determined by the participating member institution, up to 100% of tuition could be waived for dependents of eligible employees.
- Charges for room and board, fees, laboratory, individualized instruction or any other fees may not be included in tuition waiver discounts.

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- This program and terms of the program are subject to elimination or change at TE's discretion and are conditional on Hamline's participation in the program (which is at its discretion).

Who is eligible to apply?

- All dependent children (as defined by FAFSA) of regular, full-time employees who have been employed full-time for a continuous eighteen month period prior to the start of the course(s) for which there is a requested waiver. (Previous and/or part-time employment does not count toward eligibility.) Full-time employees are defined as employees working greater than 30 hours a week on average. Dependent eligibility is subject to change in the event the TE changes the program eligibility.
- Applications are accepted based on employee seniority.

What programs are eligible for the Tuition Exchange Program Inc. (TE) tuition waiver program?

- Please find more information about the program on [The Tuition Exchange Program Inc.](#) website.
- Undergraduate study up to one hundred percent (100%) of tuition for full-time study at over 600 member institutions nationwide.
- Graduate and Professional study up to one hundred percent (100%) of tuition for full-time study at many member institutions, but not all.
- The decision to grant a tuition scholarship remains with the participating institutions, and is based on seniority of the eligible employee. This program does not guarantee tuition at all participating member institution. Since tuition exchange scholarships are awarded by the participating member institutions, their availability, value and duration may vary.
- The Tuition Exchange Program Inc. program is available to eligible dependent children of eligible employees only.
- Other restrictions and requirements may apply at the member institutions, the student and the employee is responsible for locating and reviewing these requirements at the appropriate office of their school of choice.

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Important Information. If eligible, Hamline accepts the waiver application for employees and their family members based on employment status, dependent eligibility and employee seniority; however, students must be accepted to their school of choice through the usual enrollment process. Tuition Exchange Program Inc. waivers are granted by the participating institution, and is based on a variety of variables which may be different at each institution; additionally, these programs require the import and export of students must balance, therefore the waiver of tuition is not guaranteed.

IV. The Associated Colleges of the Twin Cities (ACTC) - tuition remission for dependent children and spouses of full-time employees

What is the ACTC Tuition Remission program?

- The purpose of the ACTC tuition remission policy is to add breadth to each participating institution's benefit package. It gives full-time employees greater latitude in planning for the education of *dependent children* and *spouses*.
- Tuition discount varies, and is determined by the participating ACTC institution.
- Charges for room and board, fees, laboratory, individualized instruction or any other fees may not be included in tuition waiver discounts.
- This program and the terms of the program are subject to elimination or change at ACTC's discretion and are conditional on Hamline's participation in the program (which is at its discretion).

Who is eligible to apply?

- All regular, full-time employee's dependent children and spouses who have been employed for a continuous eighteen month period prior to the start of the course(s) for which there is a requested waiver. (Previous and/or part-time employment does not count toward eligibility.) Full-time employees are defined as employees working greater than 30 hours a week on average. Spouses and dependent children (as defined by FAFSA) are eligible to participate as well. Dependent eligibility is subject to change in the event the ACTC changes the program eligibility.

What programs are eligible for the ACTC Tuition Waiver program?

- The following institutions participate in the ACTC Tuition Exchange Program:

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- Hamline University
- Augsburg College
- Macalester College
- St. Thomas University
- St. Catherine University
- Educational program eligibility is determined by the participating ACTC institution. Typically excludes graduate, certificate program courses not leading to an associate or baccalaureate degree, weekend college, J-term 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. For detailed information regarding which programs are eligible at each institution, contact the school of choice.
- This program does not guarantee tuition at any participating member institution. Since tuition waiver scholarships are awarded by the participating member institutions, their availability, value and duration may vary.
- Other restrictions and requirements may apply at the member institutions, the student and the employee is responsible for locating and reviewing these requirements at the appropriate office of their school of choice.

Important Information. If eligible, Hamline accepts the waiver application for employees and their family members based on employment status, dependent eligibility and employee seniority; however, students must be accepted to their school of choice through the usual enrollment process. ACTC Tuition Waivers are granted by the participating institution, these programs require that the import and export of students must balance, therefore the waiver of tuition is not guaranteed.

V. Mitchell Hamline School of Law (MHSL)

What is the Mitchell Hamline School of Law Tuition Remission Program?

- Hamline employees should see the Mitchell Hamline School of Law Employee Tuition Remission Program document for application deadlines and additional information as it applies to Hamline University. (contact: MHSL Human Resources for further information)
- Charges for or any other fees such as book, Student Bar Association, and technology are excluded.

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- Tuition remission does not apply to courses in the hybrid J.D. program, study abroad programs, or any other courses or programs that include foreign travel.

Who is eligible to apply?

- All regular, full-time employees who have been employed for a continuous 18 month period prior to the start of the course(s) for which there is a requested waiver (previous and/or part-time employment does not count toward eligibility), and their dependents (as defined in the policy) are eligible to participate. Full-time employees are defined as employees working greater than 30 hours a week on average.

VI. General Questions for Tuition Waiver Programs

What happens if the employee's eligibility date falls after the first day of class?

- If the date that the employee becomes eligible for the tuition waiver program falls after the first day of classes, the employee, and/or their dependent(s) must wait until the next semester to be eligible for the program.

What happens if the employee leaves employment, goes on leave of absence, retires or dies?

- Termination: Termination of employment which interrupts the continuous accumulation of service credits or changes the employment status to an ineligible status will be prorated based on the termination date, reference Hamline's Return of Financial Aid Policy for more information.
- Leave of Absence: A non-FMLA leave of absence or reduction in hours to below full-time interrupts the continuous accumulation of service credits. Therefore, an employee on leave of absence or a reduced schedule to below full-time would not be eligible for tuition waiver program 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. See the Hamline's Return of Financial Aid Policy.
- Sabbatical: An approved, paid sabbatical under Hamline's Faculty Handbook will not interrupt Tuition Waiver Program eligibility.
- Retirement: Upon reaching the age of medicare eligibility, a current employee with 15 years full-time continuous employment (part-time and non-continuous

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employment does not count toward eligibility), with dependents currently participating in the undergraduate tuition waiver program at that time, may continue study under the terms of the program of study and others who are FAFSA-defined dependents at the time will continue to be eligible for the undergraduate tuition waiver program at Hamline University Campus under the terms of the program applicable at the start of each course(s) for which there is a requested tuition waiver.

- Death: Upon death of a current employee with 15 years full-time continuous employment (part-time and non-continuous employment does not count toward eligibility), dependents currently participating in the undergraduate tuition waiver program as of the date of death may continue study under the terms of the program of study and others who are FAFSA-defined dependents at the time of the death will continue to be eligible for the undergraduate tuition waiver program at Hamline University Campus under the terms of the program applicable at the start of each course(s) for which there is a requested tuition waiver.

How does one apply for Tuition Waiver?

- First Time Applicants:
 - Applicants for the Hamline Employee Tuition Waiver must complete an initial application for each new individual for whom tuition waiver is sought. It is important to note that the tuition waiver for an eligible employee's spouse or dependents is not automatically activated with the student's acceptance to Hamline. A separate application must be made annually to participate in the program.
 - Tuition waiver application forms are available on the [Human Resources website](#), or can be obtained from the Office of Human Resources.
 - Completed forms and applicable required documentation should be forwarded to the Benefits Manager in the Human Resources department for verification of employee and student eligibility. Human Resources will notify the Office of Financial Aid regarding approval.
- Renewal Applicants:
 - Students are required to renew their application each academic year. Renewal applications are available online or in the Office of Human Resources.
- Application Deadline:

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- A. Hamline University: First day of the respective semester.
- B. National Exchange: Annually by October 31 (one and one half year in advance).
- C. CIC: Annually by October 31 (one and one half year in advance).
- D. ACTC: Varies, application deadlines are determined by the participating institution. See your school of choice's website for application deadlines.
- E. Mitchell Hamline School of Law requires a new application be completed each semester (see MHSL Employee Tuition Remission Program Policy).
- F. If your application is not turned into Human Resources by the due date, you may not be eligible for the tuition waiver program.

Mail Application to:

Hamline University
Benefits Administrator
MS-C1904, 1536 Hewitt Avenue
St. Paul, MN 55104-1284

Or Fax Application to: 651-523-3034

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