



391 Tuition Waiver

INTRODUCTION

In cooperation with the accredited undergraduate degree-granting programs at Morehouse College (Morehouse) and Clark-Atlanta University (CAU), Spelman College (Spelman) offers a Tuition Waiver Program to eligible employees and their eligible dependent(s). The Program provides a benefit to eligible employees pursuing additional educational opportunities and/or educational financial assistance to the dependent(s) of eligible employees.

ELIGIBILITY REQUIREMENTS

Employee Eligibility

Faculty and staff members who are employed as regular full-time employees and have completed one (1) year of continuous full-time service to the College are eligible to participate in the Tuition Waiver Program. Individuals classified as temporary, volunteer, summer service provider, contract, or part-time are not eligible to participate in the Program.

Employees with a bachelor's degree or higher are ineligible to participate in the Program themselves, but their eligible dependent(s) may participate in the Program

A former employee of Morehouse or CAU who is subsequently hired by Spelman after previously having attained eligibility for tuition waiver benefits at Morehouse or CAU will be granted the opportunity to participate in Spelman's Tuition Waiver Program if:

- The new employee's last day of employment at Morehouse or CAU is less than ninety (90) days from the new employee's first day of employment at Spelman; **and**
- The combined length of service at Spelman and Morehouse or CAU is the equivalent of at least one year of continuous full-time service.

A former employee of Morehouse or CAU who does not meet the above Spelman eligibility requirements upon the date of hire but who is using tuition waiver benefits for an eligible dependent as of the date of hire at Spelman will be allowed to participate in Spelman's Tuition Waiver Program for the remainder of the academic year in which Spelman hires the new employee. Participation in the Tuition Waiver Program beyond that period is subject to the regular eligibility requirements of the Program.

Program eligibility requirements are waived for employees that are rehired if they fulfilled the eligibility requirements for the Program prior to employment separation and the separation was less than one (1) year in duration. If the eligibility requirements were not met prior to separation, the employee must complete one (1) year of continuous employment (beginning at the date of rehire) before becoming eligible for Program benefits.



Spelman College
Employee Handbook

Dependent Eligibility

An eligible dependent is considered a dependent child of a full-time employee of Spelman with at least one (1) year of continuous full-time service to the College. To be eligible for participation in the Program, the dependent child must have graduated from high school within the one (1) year prior to the child's matriculation at an institution participating in the Program or the dependent child must transfer directly from another accredited college or university (with no time lapse between the time of transfer and matriculation at an institution participating in the Program).

A dependent child is defined as: a) a natural born child; b) a legally adopted child; or c) a stepchild that is an employee's legal, court certified, dependent under the age of twenty-four (24). A dependent child who reaches age twenty-four (24) before the first day of classes in a semester in which the benefit is sought to be used is ineligible to participate in the Program. A dependent child who reaches age twenty-four (24) during a semester of enrollment is eligible to complete that semester but is ineligible to participate in the Program in future semesters. An eligible dependent child must remain a dependent of an eligible employee at all times during the dependent child's participation in the Program. In the case of an eligible dependent utilizing the benefit as a result of a relationship with a deceased eligible employee, the dependent child must remain a dependent of the surviving spouse of the deceased eligible employee during the applicable portion of that dependent child's participation in the Program.

Dependent children of employees who retire (with ten (10) years of continuous full-time service or more and having attained at least the age 65) or die while actively employed (with (20) twenty years or more of continuous full-time service) and that meet all other requirements of the Program will remain eligible to participate in the Program as it existed as of the date of the dependent child's matriculation at an institution participating in the Program.¹

Specifically excluded from participation in the Program are dependent children who are veterans of any branch of the United States Armed Services (because of their eligibility for other educational assistance programs), emancipated minors (self-supporting), or individuals with a temporary or expired guardianship with an otherwise eligible employee.

Proof of dependent relationships must be provided at the time of initial application for Program benefits by the presentment of an original or certified birth certificate, adoption, permanent guardianship papers, or other legal documentation. If deemed necessary, the College reserves

¹ Currently enrolled dependents (attending Spelman only) of an active, full-time Spelman employee who dies will be allowed to complete up to 5.5 remaining years (11 semesters) utilizing the benefits of the Program until graduation. The maximum period of participation in the Program is not to exceed 6 years (12 semesters). Such dependent(s) must comply with all other requirements of the Program.



Spelman College **Employee Handbook**

the right to investigate the status of students claimed as dependents. Proof of dependency for Program eligibility does not guarantee approval or participation in the Program.

Loss of Eligibility

If an employee's work schedule changes to less than full-time status during an academic semester in which an employee or dependent is receiving Program benefits, the employee/dependent will be allowed to complete that semester; however, Program eligibility will terminate at the end of that semester. Thereafter, all expenses become the responsibility of the employee and/or dependent unless eligibility for Program benefits is restored at a later date.

An employee who is voluntarily or involuntarily separated from the College during an academic semester will be allowed to continue participating in the Program for the remainder of that semester in which the employee is enrolled. This also applies to a dependent's receipt of Program benefits.

PROGRAM BENEFITS

Employees

Eligible employees must apply to and be accepted by the participating institution at which Program benefits are sought to be utilized.

Eligible employees may take one course (not to exceed four (4) credit hours) per semester of participation in the Program free of charge. Mandatory fees associated with the course are also free of charge at Spelman and Morehouse; mandatory course fees are not included as a Program benefit for courses taken at CAU.

Eligibility to participate in the Program does not also authorize an employee's absence from work to attend a course scheduled during normal work hours. With advance written supervisory approval, however, a course may be taken during regularly scheduled working hours in lieu of the employee's lunch hour. Any loss of work time due to class attendance must be rescheduled with supervisory approval.

If an employee would like to enroll in courses in addition to the one course covered by the Program, such additional courses must be taken before or after work and may not exceed a total of nine (9) total credit hours per semester. Tuition and fees for courses taken over and above four (4) credit hours per semester will be billed to the employee at the employee's expense.

The employee portion of the Tuition Waiver Program is not administered on an exchange basis, and eligible employees must take courses at the respective institutions at which they are employed. Because Spelman is a women's college, eligible male employees may participate in the Program by applying for and enrolling in courses at Morehouse or CAU.

Spelman employees who are enrolled in a course and who become inactive (e.g., approved extended leave, FMLA leave, etc.) may complete the semester in which they are then receiving



Spelman College
Employee Handbook

Program benefits, but such employees may not make application for another course or semester of participation in the Program until they have returned to full-time active status.

Dependents

Eligible dependents must apply to and be accepted by the participating institution at which Program benefits are sought to be utilized.

Dependents utilizing Program benefits and attending Spelman will receive a waiver of tuition and mandatory fees.

Dependents utilizing Program benefits and attending Morehouse will receive a waiver of tuition and mandatory fees.

Dependents utilizing Program benefits and attending CAU will receive a waiver of tuition only. Mandatory fees are the responsibility of the dependent.

ADDITIONAL PROGRAM PARTICIPATION INFORMATION

The Tuition Waiver Program for eligible employees and dependents is available for undergraduate courses only. Program benefits may be used for the attainment of only one degree for each eligible employee and eligible dependent child. Program benefits do not extend to continuing education courses, post-baccalaureate courses, or summer school programs. Program benefits may not be utilized concurrently the Spelman College Tuition Assistance Program. Each employee/dependent is required to complete a separate Tuition Waiver Application for each semester of Program benefits.

Because the Program is intended to be a supplemental source of educational funding to be utilized only after the eligible participant (employee or dependent) has applied for and received all appropriate federal and state financial aid grants or scholarships for which the participant qualifies, the application of, for example, the Georgia Tuition Equalization Grant (GTEG), the HOPE Scholarship, a Pell Grant, any other academic or other scholarships, or any combination thereof will determine the actual amount of the Program tuition and fee waiver, if applicable.

Employees and/or dependents receiving Program benefits must remain in “good academic standing” as defined by the participating Program institution at which the employee and/or dependent is enrolled. Program participants not in good academic standing are not eligible to receive Program benefits until they regain “good academic standing.” Spelman will review academic standing for employees and/or dependents attending Spelman once per year (prior to the beginning of each academic year). Dependents of Spelman employees and male Spelman employees attending Morehouse or CAU will be subject to academic standing review based on the guidelines of the respective institution.

Employees must at all times continue to perform satisfactorily to participate in the Program or for their dependent(s) to participate in the Program and receive Program benefits.



Spelman College
Employee Handbook

IMPORTANT DATES/DEADLINES

The following deadlines apply to Spelman, Morehouse, and CAU for the time periods indicated. A Tuition Waiver Application must be submitted to the Office of Human Resources for each employee and/or eligible dependent(s) requesting Program benefits for each academic semester by the following deadlines:

<u>Semester</u>	<u>First Day of Application</u>	<u>Application Deadline</u>
Fall	May 1st	June 30th
Spring	September 1st	October 30th

– **ADHERENCE TO THE DEADLINES IS STRICTLY ENFORCED** –

All eligibility requirements for years of service must be met prior to the application deadlines.

NOTE: If an employee's one year anniversary occurs after the application deadline, but before the first day of classes as published by the Office of the Registrar, the employee must still submit a Tuition Waiver Application by the scheduled deadline to be considered for Program benefits.

The College offers the Tuition Waiver Program at its discretion and reserves the right to modify or discontinue the Program at any time.