

391 Tuition Waiver

In cooperation with the other undergraduate accredited school programs at Morehouse College (Morehouse) and Clark-Atlanta University (CAU), Spelman College (Spelman) offers a Tuition Waiver Program. This program is designed to strengthen eligible employees and to provide educational assistance to their children. The tuition waiver benefit is available to employees and their eligible dependent(s), as defined below, with at least one (1) year of continuous full-time service on the date the tuition waiver application is due. The College offers this program at its discretion and reserves the right to modify or discontinue this program at any time. Advanced notice via electronic communication will be given if this program is to be affected.

Employees attending Spelman receive a waiver of tuition for four (4) complimentary credit hours/one course, and a waiver of fees for courses not to exceed a total of nine (9) credit hours, per semester. Dependents of Spelman employees attending Spelman and Morehouse receive waiver of tuition and mandatory fees. Dependents of Spelman employees attending CAU receive waiver of tuition only, all fees are the responsibility of the dependent.

Since Spelman is a women's institution, male employees are not permitted to enroll at Spelman. Male employees of Spelman must apply and be accepted at Morehouse or CAU, then Spelman will pay the cost of one course per semester, not to exceed four (4) credit hours. Any fees associated with the course are the responsibility of the employee.

General Information

The Tuition Waiver Program for employees and dependents is available for undergraduate courses only, and allows for the acquisition of only one degree each for the eligible employee and child(ren). The tuition waiver does not apply to Continuing Education, post-baccalaureate courses or summer school programs. This benefit may not be utilized concurrently with the Spelman College Tuition Assistance Program. Each employee/dependent is required to complete a separate Tuition Waiver Application each semester.

Employees with a bachelor's degree or higher are ineligible to utilize the tuition waiver benefits for themselves.

Employees and/or dependents utilizing this benefit must remain in "*good academic standing*" as defined in the institution catalog which the employee and/or dependent is attending. Participants not in good academic standing are not eligible to receive this benefit until they regain this status. 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 employees attending Morehouse and CAU will be subject to review of academic standing based on the guidelines of the institution they are attending.

Employees must be in satisfactory performance standing to utilize this benefit for themselves and/or a dependent(s).

All eligibility requirements in terms of years of service must be completed prior to the application deadlines identified.

Currently enrolled dependents of an active employee who dies with less than 20 years of service to Spelman will be allowed to complete the semester in which the death of the employee occurs.

Former employees of Morehouse and CAU who are subsequently hired by Spelman after having attained eligibility for tuition waiver benefits at their former institution will be granted these benefits at Spelman if:

- their last day of employment at their former institution is less than 90 days from their first day of employment at Spelman; and
- their combined length of service at Spelman and their former institution is at least one year (12 months) of continuous full-time status.

Former employees of Morehouse and CAU as described above who do not meet Spelman eligibility requirements upon the date of hire, but who are currently using tuition waiver benefits for an eligible dependent, will be allowed to continue using the benefits at Spelman for the remainder of the academic year in which they were hired by Spelman.

The application of the Georgia Tuition Equalization Grant, the Hope Scholarship, Spelman College Academic Scholarship, any other academic scholarships, or any combination thereof, as set forth under Georgia law (which may change), will govern the amount of the tuition waiver.

The tuition waiver program is intended to be a supplemental program and applied after the eligible participant has applied for and received all appropriate federal and state financial aid grants or scholarships for which they qualify. These programs include, but are not limited to:

Georgia Tuition Equalization Grant (GTEG) - Up to the maximum allowable by the state, for any Georgia resident who is registered and enrolled for 12 or more hours. This must be applied against tuition and mandatory fees. Failure to apply for GTEG does not exempt its deduction from the tuition waiver amount.

Hope Scholarship - Up to \$3,500 per year, \$1,750 per semester, for students graduating from high school in the 80th percentile or with a GPA of 3.0. Hope Scholarship eligibility will be evaluated according to scholarship guidelines. This must be applied against tuition and mandatory fees.

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 are eligible for the Tuition Waiver Program. Individuals classified as temporary, volunteer, summer service provider, contract or part-time are not eligible for this benefit.

Eligible employees may not take more than one course (not to exceed four (4) credit hours), per semester utilizing the tuition waiver. Approval of this benefit does not by itself authorize an employee's absence from work to attend courses scheduled during normal work hours. With advance written supervisory approval, a single course may be taken during regularly scheduled working hours. In such case, the class must be taken in lieu of the lunch hour. The employee must work an equivalent number of hours to compensate for any loss of work time due to class attendance.

Courses taken over and above four (4) complimentary credit hours/one course, per semester will be billed to the employee at their expense. These additional courses must be taken before or after work, and may not exceed a total of nine (9) hours. The employee benefit portion of the tuition waiver program is not administered on an exchange basis among the schools in the Atlanta University Center. Therefore, all employees must take classes at the respective institutions at which they are employed.

Since Spelman is a women's college, and does not accommodate males through graduation, our male employees are permitted to take classes at CAU and Morehouse. Spelman will pay the cost for one course per semester, not to exceed four (4) credit hours. . Any fees associated with the course are the responsibility of the employee. Employees at Spelman that become inactive (extended leave, FMLA, etc.) may complete the semester in which they are currently enrolled but may not make application for another course or semester until they have returned to full-time active status.

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

Dependent Eligibility

The dependent must be the dependent child of a full-time employee of Spelman with at least one (1) year of continuous full-time service.

Eligible dependent child is defined as: a) natural born child, b) legally adopted child, or c) stepchild that is your legal, court certified, dependent, under the age of twenty-four (24). A child who reaches age twenty-four (24) before the first day of class in a semester is not eligible. A child reaching age twenty-four (24) during any semester is eligible to complete the semester, but ineligible for future semesters. This definition does not include temporary and/or expired guardianship. Proof of documentation does not guarantee approval of this benefit for a dependent.

Eligible dependent child(ren) must be unmarried and remain a dependent of the employee. Proof of dependent relationships must be provided at the time of initial enrollment through the presentation of an original or certified birth certificate, adoption, permanent guardianship papers, or other legal documentation from the courts of the United States of America. If deemed

necessary, the College reserves the right to investigate the status of students claimed as dependents.

A dependent child(ren) cannot be: a veteran of any branch of the United States Armed Services; or an emancipated minor (self supporting).

Dependents utilizing this benefit and attending CAU will receive waiver of tuition only. Fees are not included and are the responsibility of the employee and/or dependent. Additionally, for dependents attending CAU the tuition waiver will be reduced by the amount of the GTEG/HOPE/Pell Grant.

Dependents utilizing this benefit and attending Morehouse College will receive waiver of tuition and mandatory fees. Eligible dependents must apply and be accepted by the institution for which the benefit is being utilized.

Dependent children of employees who retire (with 10 years of continuous full-time service or more and having attained age 65 or above) or die while actively employed with twenty years or more of continuous full-time service that meet all other requirements of the program are eligible for this benefit as it exist at the time of enrollment.

For the Spelman student who is a dependent of a Spelman employee, the amount of tuition and mandatory fee waiver for which the student is eligible will be reduced by the GTEG/HOPE eligibility amount.

Spelman students who are dependents of employees of CAU, the amount of tuition waiver the student is eligible for will continue to be reduced by the amount of GTEG/HOPE/Pell Grant for which the student is eligible.

Spelman students who are dependents of employees of Morehouse, the amount of tuition waiver the student is eligible for will continue to be reduced by the amount of GTEG/HOPE for which the student is eligible.

DUE 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 eligible dependent(s) requesting this benefit each semester by the deadline below.

<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 are strictly enforced.

NOTE: *If your one year anniversary occurs after the application deadline, but before the first day of classes as published by the Spelman Registrar's Office, you must still submit the tuition waiver application by the scheduled deadline.*

Loss of Eligibility

If an employee's work schedule changes to less than full-time status during the academic semester in which the employee or the dependent is utilizing this benefit, the employee/dependent will be allowed to complete that semester, however, benefits will terminate at the end of that semester. All expenses then become the responsibility of the employee and/or dependent.

An employee who is voluntarily or involuntarily separated from the College during the semester will be allowed to complete the benefit for the remainder of the semester in which enrolled. This also applies to dependents.