TUITION BENEFIT POLICY

[NOTE: Individuals who are currently enrolled at the time of adoption of the policy and who are impacted by changes to this policy will be grandfathered through completion of their current program.

Employees who are half time at the time of approval of the policy will be grandfathered under the old policy.

Changes to this policy will be implemented with the academic year 2012-2013 with the Fall 2012 semester.]

The Tuition Benefit is discounted tuition at Capital University and other accredited institutions provided to you as a benefit by Capital University. The Tuition Benefit is comprised of Tuition Remission, Tuition Exchange, and Tuition Payment. All questions concerning Tuition Benefit should be addressed to the Human Resources Office.

Below you will find more detail regarding these benefits.

A. Tuition Remission

Tuition Remission is discounted tuition at Capital University.

ELIGIBILITY

Eligible employees – Full time Capital University faculty and staff with at least one year of service immediately preceding receipt of the benefit.

Eligible spouses and domestic partners – Spouses and registered domestic partners of full time Capital University faculty and staff with at least one year of service immediately preceding receipt of the benefit.

Eligible child – the employee’s, spouse’s, or domestic partner’s biological or legally adopted child, who is unmarried and under the age of 24 as of the first day of the semester for which tuition would be provided.

ELIGIBILITY BY PROGRAM

1. Undergraduate – Eligible children, employees, spouses and registered domestic partners.

2. Graduate tuition remission – Employees only for job related education. The supervisors and Director of Human Resources will review the Tuition Benefit Application to determine job-relatedness of the post-baccalaureate studies following IRS guidelines. Approval is contingent upon job relatedness and continued satisfactory performance of the current job.
PROGRAMS EXCLUDED

There are a variety of programs which, because of their labor-intensive nature, which are excluded from the Tuition Remission benefit. These programs include study abroad, applied music lessons, various workshops, and seminars in which the tuition is directly related to the cost of the program.

AMOUNT OF TUITION REMISSION

Capital University tuition remission benefit is funded as follows based upon the eligibility above:

- 100% of Capital’s tuition for full time employees
- Tuition Remission shall not exceed the full-time undergraduate tuition amount.

ADDITIONAL PROVISIONS

1. Tuition Remission at Capital University shall be granted provided the student has applied for admission, readmission, or transfer to Capital University and has been accepted. The submission of a FAFSA is required. Any federal/state grants will be applied first and will be deducted from the tuition remission amount.

2. All special, and/or administrative fees required in addition to tuition shall be the responsibility of the student and/or the student’s parents. Tuition Remission shall not be used as a waiver toward the payment of tuition deposits.

3. In no case will Tuition Remission be granted for more than eight (8) undergraduate semesters for any one student. (Six or more weeks of summer school will be considered a semester for this purpose.)

4. Absent special circumstances, eligible individuals may only receive one degree at each level (one baccalaureate and one graduate) from Capital under the Tuition Remission program.

5. Eligible children of full-time employees who die or who are totally disabled while in active service after the third year of full-time employment shall be eligible for Tuition Remission.

6. Students requesting Tuition Remission must submit the application form to the Human Resources Office by May 1 of each academic year preceding fall enrollment in college.

B. Tuition Exchange
Capital University belongs to three consortiums, The Tuition Exchange, Inc., The CIC Tuition Exchange Program, and ELCA Tuition Exchange Program. These programs permit eligible employees to apply for the Tuition Exchange benefit, which allows their dependent children to attend a participating school for a discounted tuition.

**ELIGIBILITY**

Eligible child – the employee’s, spouse’s, or domestic partner’s biological or legally adopted child, who is unmarried and under the age of 24 as of the first day of the semester for which tuition would be provided.

**OTHER INFORMATION**

- More information about The Tuition Exchange, Inc. program and a list of participating institutions can be found online at www.tuitionexchange.org.
- More information about the CIC Tuition Exchange Program can be found at www.cic.org.
- More information about the ELCA Tuition Exchange Program can be found by contacting the Human Resources Office.

The following provisions apply to the use of the Tuition Exchange:

1. **Tuition Exchange is not a guarantee.** It is important to note that participation in Tuition Exchange is subject to the applicant being accepted at the participating institution and being awarded the exchange credit.

2. **The amount of the Tuition Exchange scholarship is determined by the host institution and therefore varies.** Contact the appropriate host institution to determine the amount of the Tuition Exchange scholarship.

3. **Students must meet the definitions of eligibility at both the sending and receiving institution.**

4. **Eligible employees wishing to apply for Tuition Exchange should complete and return an application requesting participation in the exchange no later than February 1 of the academic year preceding enrollment in college.** Application forms may be requested from and shall be returned to the Human Resources Office.

5. **Capital University is required to notify the host institution of any changes in employment status for any employees receiving tuition exchange benefits prior to or during a term for which Tuition Exchange has been approved.**
C. Tuition Payment

[NOTE: The Tuition Payment program has been discontinued effective January 1, 2004, for employees hired on or after January 1, 2004.]

ELIGIBILITY

Eligible employees - Full-time faculty and full-time administrators hired prior to January 1, 2004.

Eligible child - the employee’s, spouse’s, or domestic partner’s biological or legally adopted child, who is unmarried and under the age of 24 as of the first day of the semester for which tuition would be provided at an accredited institution (2- or 4- year) other than Capital University.

AMOUNT OF TUITION PAYMENT

Tuition Payment is awarded on the following basis:

Lutheran Institutions (ELCA, Missouri Synod):

Employees with a qualifying child attending a Lutheran institution are eligible to receive Tuition Payment on the following basis:

- Up to 75% of Capital’s tuition for full-time employees with at least two years of full-time service at Capital University immediately preceding receipt of the benefit.

Non-Lutheran Institutions:

Employees with a qualifying dependent son or daughter attending a non-Lutheran institution are eligible to receive Tuition Payment on the following basis:

- Up to 50% of Capital’s tuition for full time employees with at least two years of consecutive fulltime service at Capital University immediately preceding receipt of the benefit.

The following provisions apply to the use of Tuition Payment:

1. The privilege of Tuition Payment shall be granted provided the student has applied for admission, readmission, or transfer to an accredited 2- or 4-year institution and has been accepted.

2. Tuition Payment will be based upon Capital’s tuition for the traditional undergraduate program in effect the date that the dependent began matriculation or the actual tuition charged at the other institution, whichever is lower.
3. If Tuition Payment is used in conjunction with Tuition Exchange, the combination of the two benefits will not exceed the tuition.

4. All special, and/or administrative fees required in addition to tuition shall be the responsibility of the dependent and/or the dependent’s parents.

5. The dependent and his/her parents assume the responsibility to arrange for proper billing with the financial officer of the institution to be attended.

6. In no case will Tuition Payment be remitted for more than eight (8) semesters or twelve (12) quarters for any one dependent.

7. The employee should request the privilege of Tuition Payment by May 1 of each academic year preceding fall enrollment in college. The application form may be requested from and shall be returned to the Human Resource Office.

8. Once Tuition Payment has been granted, it will be necessary for the employee to submit a copy of their dependent’s tuition bill each semester (or quarter) to the Human Resources Office. The Human Resources Office will request that the finance office issue a check for the appropriate amount to the dependent’s institution.

Approved 10-5-11 by President’s Cabinet