

## **Tuition Remission**

### **Policy**

Tuition charges for credit courses at Albright College will be waived for eligible employees, their spouses or domestic partners and children.

On a space available basis, the College provides the tuition remission allowance for eligible employees, spouses or domestic partners and children subject to payment of certain designated fees for which the participant is personally responsible.

Any state and federal grants, scholarships and/or veteran's educational benefits, etc., for financial aid awarded to employees and/or their dependents who are using the tuition remission benefit will be credited to the employee's or their dependent's student account prior to the issuance of any tuition remission credit. The total tuition remission credit issued by the College will not exceed the total tuition cost and will be reduced by the net amount of the tuition cost less any state and/or federal grants and scholarships. Comprehensive fees, room and/or board charges may be offset by private scholarships and federal loans that have been granted.

Employees and/or dependents using the tuition remission benefit at Albright for a minimum of two courses in a semester must complete and submit a Free Application for Federal Student Aid (FAFSA) to the Financial Aid Department no later than April 30 prior to the academic year of desired enrollment. Information on FAFSA, along with an application, can be obtained by accessing [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Failure to do so will cause the forfeiture of eligibility for the tuition remission benefit. If you need assistance completing the FAFSA form, please contact an associate in the Financial Aid Department (extension 7515) or the Human Resources Department (extension 7627).

Any new full-time employee, who is hired while actively participating in another college's tuition exchange/remission program, will be permitted to have the waiting period waived as part of Albright College's tuition remission/exchange programs.

### **Practices and Procedures**

#### ***Employee Eligibility***

Regular full-time employees, minimum 10 months per year, are eligible for tuition remission benefits effective for the semester or session that commences after the employee has completed one year of full-time service with the College. Participation is approved for eligible employees on a space available basis after the minimum number of students has been accepted for the course. Tuition remission shall be on a course-by-course basis.

#### ***Dependent Eligibility***

For a spouse to be eligible, he or she must be legally married to the eligible full-time employee and may use the tuition remission benefit after the employee has attained one year of full-time

service with the College. Eligibility for domestic partners is subject to the same benefit eligibility requirements as detailed in the Affidavit of Domestic Partnership used to determine eligibility for the health insurance benefit. Participation is approved only on a space available basis after the minimum number of students has been accepted for the course. Tuition remission shall be on a course-by-course basis.

For a child to be eligible, the employee must have completed three years of full-time service with the College. The child must be an IRS dependent child or stepchild (i.e. you must be able to claim the individual as a dependent for federal tax purposes) of regular benefit eligible personnel, he or she must not be married, under the age of 25 (supported by appropriate documentation), and satisfy one of the following conditions:

1. He/she is the natural progeny.
2. He/she has been legally adopted by a College employee prior to or coincident with the first day of classes in the semester in which benefits are to begin.
3. He/she is a dependent stepchild (as defined by IRS regulations) prior to or coincident with the first day of classes in the semester in which benefits are to begin.

Eligible children may use the tuition remission benefit beginning in any semester that commences following the individual's attainment of eligibility with the benefit not to exceed nine regular semesters (as may be required for selected academic program requirements, e.g., education). Consideration for additional semester allowances would need to be appealed to the Provost/Vice President for Academic Affairs who, in consultation with the Director of Human Resources, would rule on the merits of the appeal based on the requirements of the academic program and relevant circumstances.

Those using the tuition remission benefit must meet the current admission standards of the College, make academic progress, and maintain satisfactory academic standing.

### ***Continuation of Benefits During Leave***

If an eligible employee were to enter a paid leave status for any reason, his/her spouse and/or child would remain eligible for the duration of the leave.

If an eligible employee were to enter a paid or an unpaid status because of illness or injury, his/her spouse and/or child would remain eligible for tuition remission benefits for the duration of the leave.

### ***Disposition of Benefits Following Termination of Employment***

In the event of termination of employment other than by death, or declaration of disability as defined in the Albright College Long Term Disability (LTD) policy, all tuition benefits will end upon completion of the courses in which the eligible employee, spouse, domestic partner and/or child is enrolled and begun at the time of separation from employment. Continuance of future courses will be at the individual's own expense.

If while employed by the College, a full-time eligible employee were to die or be declared disabled as defined in the Albright College Long Term Disability (LTD) policy, his/her spouse or domestic partner and/or child would remain eligible for continuation of the tuition remission benefits under the following schedule:

**Length of Service Prior to Death or  
Loss of Employment Due to Disability**

**Semesters Granted to Spouse or Child**

**At Least**

**Semester**

Three years of service

One academic year

Five years of service

Two academic years

Seven years of service

Three academic years

Nine or more years of service

Four academic years