



## WASHINGTON COLLEGE POLICIES

### **EDUCATIONAL PROGRAMS**

#### **Tuition Waiver for Employees**

##### **Eligibility**

- **Full-time Employees:** Upon employment, all regular full-time employees are eligible to enroll in the next semester for undergraduate and graduate courses at Washington College. If a course takes place during the employee's normal working hours, the employee is responsible for making up any missed work time.
- **Part-time Benefit-Eligible Employees:** Eligibility for regular part-time employees to participate in the Tuition Waiver program begins after one year of employment. The benefit is prorated in proportion to the percentage of hours worked in the previous anniversary year. If a course takes place during the employee's normal working hours, the employee is responsible for making up any missed work time.
- **Part-time Non Benefit-Eligible Employees:** Employee Tuition Waivers are not available to part-time non benefit-eligible employees.
- **Temporary Employees:** Employee Tuition Waivers are not available to temporary employees.

##### **Limitations and Exclusions**

1. Eligibility for tuition benefits in no way guarantees admission to the College nor obligates the Admissions Office to automatically accept an employee or their dependents for admissions.
2. Tuition Waiver is limited to waiver of tuition and does not include independent study.
3. The employee is responsible for all other costs of attending Washington College including registration fees and books.
4. An employee may take no more than two courses per semester.
5. All courses require a minimum enrollment prior to the admittance of employees and/or dependents as Tuition Waivers.
6. Undergraduate tuition benefits are tax exempt. Graduate tuition benefits are taxable benefits to the employee (unless the student is a paid TA/RA)

## **Admissions and Registration Procedures**

### **If taking courses only (not to apply to a degree program)**

1. Obtain approval to register for classes from supervisor.
2. Download the Employee Tuition Waiver and Registration Form (PDF).
3. Complete the form, sign, and obtain signature of supervisor. Return to the Office of Human Resources for verification of eligibility and approval.
4. Submit the form to and register for classes through the Registrar's Office, Bunting Hall, lower level.

### **If applying for graduate or undergraduate degree**

1. Obtain approval to register for classes from supervisor.
2. Complete an admissions application. Upon notification of acceptance, proceed to the next step.
3. Download the Employee Tuition Waiver and Registration Form (PDF).
4. Complete the form, sign, and obtain signature of supervisor. Return to the Office of Human Resources for verification of eligibility and approval.
5. Register for classes through the Registrar's Office, Bunting Hall, lower level.

## **Tuition Waiver for Spouse, Dependents and Domestic Partners**

### **Definitions**

- **Dependents:** Dependent children are defined as natural-born or legally adopted children, step-children or children for whom the employee is a legal guardian, who are less than twenty-six years of age, dependent upon the employee for more than one-half of their support, and their primary residence for the past twelve months has been with the employee.
- **Spouse:** Spouses are defined as two individuals who are legally married as defined by the State of Maryland.
- **Domestic Partners:** To be eligible to receive benefits, the employee and his/her partner must satisfy all of the criteria for Domestic Partnership, and the employee and partner must complete and sign the College's Certification of Domestic Partnership. Please refer to Washington College's Domestic Partner Policy.

### **Eligibility**

- **Full-time Employees:** Eligibility to participate in the Tuition Waiver program for all full-time employee's spouses, dependent children and domestic partners begins at the time of employment. The Tuition Waiver is available for only two members of a full-time

employee's immediate family during any one semester unless approval for additional members is obtained by the Senior Vice President for Finance and Management.

- **Part-time Benefit-Eligible Employees:** Eligibility to participate in the Tuition Waiver program for part-time benefit-eligible employee's Spouses, Dependent children and Domestic Partners begins at the time of employment. Part-time benefit-eligible employees receive a pro-rated Tuition Waiver for one member of their immediate family during any one semester.
- **Part-time Non Benefit-Eligible Employees:** Dependent Tuition Waivers are not available to dependents of part-time non benefit-eligible employees.
- **Temporary Employees:** The Tuition Waiver is not available to dependents of temporary employees.

### **Limitations and Exclusions**

1. Eligibility for tuition benefits in no way guarantees admission to the College nor obligates the Admissions Office to automatically accept an employee or their dependents for admissions.
2. Tuition Waiver is limited to waiver of tuition and does not include independent study.
3. The employee is responsible for all other costs of attending Washington College incurred by their spouse or dependent including registration fees and books.
4. All courses require a minimum enrollment prior to the admittance of employees and/or dependents as Tuition Waivers.
5. Undergraduate tuition benefits are tax exempt. Graduate tuition benefits are taxable benefits to the employee (unless the student is a paid TA/RA)

### **Admission and Registration Procedures**

#### **If taking Courses Only (not to apply to a degree program)**

1. Download the Dependent Tuition Waiver and Registration Form (PDF).
2. Complete the form, sign, and obtain signature of supervisor. Return to the Office of Human Resources for verification of eligibility and approval.
3. Submit the form to and register for classes through the Registrar's Office, Bunting Hall, lower level.

#### **If applying for graduate or undergraduate degree**

1. Complete an admissions application. Upon notification of acceptance, proceed to the next step.
2. Download the Dependent Tuition Waiver and Registration Form (PDF).

3. Complete the form, sign, and obtain signature of supervisor. Return to the Office of Human Resources for verification of eligibility and approval.
4. Dependents are required to complete the college's Financial Aid application process. Tuition Waiver may be reduced by any outside scholarships or aid. For more information regarding the college's Financial Aid process, please visit <http://fa.washcoll.edu/> .
5. Submit the form to and register for classes through the Registrar's Office, Bunting Hall, lower level.
6. All course billings for employee dependents who are admitted undergraduate students must be submitted to the Director of Student Financial Aid , CAC, third floor.

## **Tuition Exchange for Dependents**

Washington College is associated with Tuition Exchange. Tuition Exchange was chartered in 1954 and is a national scholarship exchange program for institutions of higher education. The program allows dependents of eligible full-time employees, an opportunity to earn a scholarship at more than 530 colleges and universities nationwide. It also allows dependents of employees at other membership institutions an opportunity to earn a scholarship at Washington College. Both incoming and outgoing scholarships are based on the membership institution's regular admissions processes.

If you would like a list of participating institutions or have questions, please visit the Tuition Exchange Website.

The Tuition Exchange Program is administered by the Registrar's Office at Washington College.

### **Eligibility**

This benefit is only available to dependents of full-time benefit-eligible employees. Dependents of part-time or temporary employees are not eligible for this benefit. Eligibility to participate in the Tuition Waiver program for all full-time employees' dependent children begins after one year of employment.

### **Limitations and Exclusions**

1. Eligibility alone does not guarantee student acceptance into an institution or a scholarship award.
2. Not all participating institutions provide full tuition scholarships.
3. Participating institutions must maintain the required balance between the number of students it sends out and the number of students it brings in.
4. Regular admission policies for the host institution apply.

## **Admissions and Registration Procedures**

To apply for a Tuition Exchange Scholarship, it is advised that you notify the Registrar's Office twelve (12) months before your dependent plans to enroll.

1. Download the Tuition Exchange Application (PDF).
2. Complete the application, sign, and Return to the Office of Human Resources for verification of eligibility and approval.
3. Submit approved Tuition Exchange Application to the Registrar's Office for processing.
4. Confirmation of Tuition Exchange approval is usually made no less than 150 days prior to the student's expected start date at the institution.
5. Please refer to the Tuition Exchange Award Process Information page for FAQs and information regarding the award process.
6. Each year that the dependent remains in college, the existing Tuition Exchange benefits must be re-certified using the Tuition Exchange Annual Renewal Form (PDF).

## **Tuition Waiver/Exchange Benefits for Spouse and Dependent Children of Deceased, Totally Disabled or Retired Employees**

- **In the Event of Death During Active Service**

The spouse/dependent children of an eligible employee who has completed 10 years of continuous service and who dies while in active service to the College will be granted the same tuition waiver/exchange benefits as are then available to spouses and dependent children of current active employees. This benefit is limited to the spouse and dependent children at the time of the employee's death. The eligibility requirements for tuition waiver/exchange will remain the same as for active employees. The portion of tuition waived will be the same as the portion of tuition waived for spouses and dependents of active employees at the time of enrollment.

- **In the Event of Total Disability During Active Service**

The spouse/dependent children of a totally disabled eligible employee, who has completed 10 years of continuous service, will be granted the same tuition waiver/exchange benefits as current active employees. The definition of totally disabled is an employee who meets the requirements to receive benefits under the College's long term disability insurance policy. This benefit is limited to the spouse and dependent children at the time of the employee's total disability. The eligibility requirements for tuition waiver/exchange will remain the same as for active employees. The portion of tuition waived will be the same as the portion of tuition waived for spouses and dependents of active employees at the time of enrollment.

## **Benefits for the Spouse/Children of Eligible Retired Employees**

The spouse/dependent children of certain eligible retired employees will be granted tuition waiver/exchange benefits. In order to be eligible, the retired employee will have had a minimum of 15 years of continuous service to the College immediately prior to retirement, and at the time of retirement have combined years of service and age greater than or equal to 80. This benefit is limited to the spouse and dependent children at the time of the employee's retirement. The eligibility requirements for tuition waiver/exchange will remain the same as for active employees. The portion of tuition waived will be the same as the portion of tuition waived for spouses and dependents of active employees at the time of enrollment.

## **Educational Benefits for Employees other than Regular Employees**

Employees hired as assistant coaches, assistant trainers or like positions may receive a tuition waiver benefit for graduate courses when authorized by their appointment letter. The waiver is for tuition only and is for up to four courses per academic year appointment. The courses must be taken in the academic year of appointment or the following summer. Eligibility for this waiver does not guarantee admission to the graduate program or enrollment in any specific class or classes.

## **Educational Assistance Program**

Washington College's Educational Assistance Program is designed to help pay educational costs for staff that want to improve job skills and knowledge related to their present job as well as prepare for future advancement.

### **Eligibility**

This benefit is only available to full-time benefit-eligible employees. Part-time or temporary employees are not eligible for this benefit.

- **Full-time Employees:** At the time of employment Washington College may assist in paying educational costs for approved outside educational courses for regular full-time exempt and non-exempt staff. This policy applies to regular full-time exempt and non-exempt staff.

Please note: Policies governing Faculty Development appear in the Faculty Handbook.

### **Qualifications**

To qualify for a subsidy under the Educational Assistance Program, the following conditions must be met:

1. Requests for benefits must be made prior to enrollment in the course.
2. The course must be conducted by a recognized nonprofit college or university, or by an educational institution accredited by nationally recognized agencies or associations (under certain circumstances, this may include correspondence courses, trade, or technical courses).
3. The course must have a direct bearing on the employee's work for the College and be closely related to the employee's future job goals. Courses that have a direct bearing on an employee's current work will receive priority over future job goals.
4. The employee must complete the course with a C or better, or the equivalent grade. Transcripts must be submitted as proof of satisfactory course completion. If the employee does not pass the course, they must repay the College for the course and all related costs.

### **Limitations and Exclusions**

1. Participation in the program is entirely voluntary and subject to availability of college funds.
2. Each employee may choose which course they would like to enroll in. The course must be related to the employee's present or future job goals with Washington College.
3. Washington College will subsidize 75% of the employee's actual cost (that is, the total tuition, registration fees, required text books and laboratory fees, less any payments received by the employee from assistantships, scholarships, veterans' educational benefits, etc.).
4. Washington College's expense is limited to \$1,000 per employee in any fiscal year. The maximum amount will be periodically reviewed as tuition and related costs increase.
5. This program does not apply if the employee's attendance at an outside educational course is at the College's request. In such cases, costs are either billed to or prepaid by the College, which pays the full amount.
6. Presently educational assistance subsidies are not taxable income as long as the course is clearly related to the current position. An example would be if the course is needed to maintain or improve skills in the current position. Educational Assistance is an area of the tax laws that have been modified, and employees should be aware that the present treatment may change in the future.
7. If the employee leaves the College before completing the course, the employee must repay the College for the course and all related costs. In addition, if the employee leaves the College within one year of completion of the course, the College will be reimbursed for the course and related costs in full.

### **Application and Payment Procedures**

1. Complete the Education Assistance Program Application (PDF).

2. Requests for Educational Assistance must be approved by the supervisor, department head, and the Director of Human Resources prior to enrolling in the course. Requests for Tuition Assistance must be submitted to the Office of Human Resources by June 1<sup>st</sup> of the fiscal year it is to be effective. For example, an employee requesting funds for FY2015 would need to submit the application by June 1<sup>st</sup>, 2014.
3. After approval is obtained, the employee submits invoice or bill, outlining the course costs to the Office of Human Resources. Human Resources will request that a check be issued payable to the institution where the employee is taking the course.
4. After purchase of required text books for the course, the employee submits receipt to the Office of Human Resources for reimbursement. Human Resources will request that a check be issued payable to the employee.

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