Appendix I - Tuition Benefit Policy **(revised 7/1/24)**

Wittenberg University provides six (6) tuition benefit programs for eligible employees and dependents. Please read the individual program policies carefully as the benefits under each section vary. Please contact the Department of Human Resources at hure-mail@wittenberg.edu or 937-327-7517 if you have questions.

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SECTION I
Undergraduate Wittenberg Tuition Waiver for Employees & Spouses

A. Eligibility

1. Effective on the date of full-time hire, faculty, administrative staff, and support staff (University Staff) are eligible for this benefit. Full-time is defined in the Employee Manual.
2. Officially retired University Staff members in good standing are eligible for the benefit. See the Employee Manual for parameters defining official retirement.
3. The spouse of anyone eligible under 1 or 2 above.
4. A marriage license must be provided to HR before considering a spouse's eligibility.

B. Limitations

1. The waiver of tuition is restricted to undergraduate courses taken at Wittenberg University.
2. The waiver applies to the basic tuition costs and registration fee. It does not cover the payment of additional fees, such as laboratory fees or technology fees.
3. The tuition cost for private music lessons will not be waived unless the student is a full-time music major who is taking private music lessons for course credit. Otherwise, the charge for these lessons will be calculated on the same basis as the charge for full-time students who are not music majors.
4. University Staff may take one course per semester during the regular workday and must seek approval from their supervisor. Time spent in class is not compensated. University Staff must work with their supervisor to determine necessary adjustments to their regular work schedule. University Staff may take non-work hour night or weekend courses, in addition to a course taken during the regular workday, up to the maximum allowed credit hours per academic year.
5. The course load for which University Staff may receive a tuition waiver is limited to sixteen (16) credit hours per Fall & Spring semesters of the academic year. Summer courses do not count toward the maximum limit for University Staff.
6. Spouses may take two (2) courses per academic year (Summer, Fall, Spring) under the full tuition waiver. Spouses are also eligible for a waiver of one-half of the tuition for any additional regular courses taken during the academic year.
7. A spouse who is a full-time student is required to apply for eligible financial aid. This includes completion of the Free Application for Federal Student Aid (FAFSA). Other examples of financial aid include federal grants or scholarships, state grants or scholarships, vocational rehabilitation benefits, veteran benefits or veteran’s dependent benefits, and corporate, private or foundation grants or scholarships.

C. Enrollment

1. Complete a Wittenberg Tuition Waiver form, provide your signature, and obtain supervisor's signature (for employees only). Return the completed form to HR. HR will determine eligibility for the benefit & will work with Financial Aid to apply the waiver to the student's statement. See the HR Teams Channel to access the form.
2. Apply and be accepted to the University through the standard admission process. University Staff must qualify for admission to courses or degree programs in the same manner as non-University Staff applicants. Eligibility for a tuition waiver does not imply a waiver of regular admission requirement or procedures. See the Admission webpage for details.
3. Enroll in courses through the standard enrollment process. Wittenberg will first accommodate the registration requests of its traditional full-time paying students. Enrollment will then be approved on a space available basis, typically one to two weeks prior to the start of the respective class(es). See the Registrar's webpage for details.

D. Change in Employment Status

1. If an employee voluntarily terminates employment during a semester in which the tuition waiver benefit is being utilized by themselves or a spouse, the benefit will be pro-rated, and the employee is responsible for re-payment to Wittenberg of the resulting uncovered pro-rated tuition balance.
2. In an employee is involuntarily terminated by the University during a semester in which the tuition waiver is being utilized by themselves or a spouse, the university will determine, on a case-by-case basis, whether to seek reimbursement or to allow the full waiver or partial waiver for the current term and whether to allow continued waivers beyond the current term.
3. If an employee officially retires from the university and remains in good standing, and if satisfactory academic standards are met, the benefit may be maintained for the retiree and spouse for a period of up to eight (8) full-time semesters or completion of the degree being pursued, whichever occurs first. Non-degree seeking retirees or spouses may continue to take one-off courses indefinitely.
4. If an eligible University Staff member should go on long-term disability (LTD) or die during a semester in which the tuition waiver benefit is *already being utilized* by themselves or a spouse the waiver for the University Staff member will remain in-tact (if the University Staff member goes on LTD) and for the spouse (if the University Staff member goes on LTD or dies) for the current semester. Beyond the current semester, as long as satisfactory academic standards are met, the benefit may be maintained for the University Staff member (if on LTD) and/or spouse (if University Staff member is on LTD or dies) for a period of up to eight (8) full-time semesters or until completion of the degree being pursued at the time of the disability or death, whichever occurs first. Non-degree seeking University Staff members or spouses may continue to take one-off courses indefinitely.

5. Spouses of an eligible University Staff member who died or went on long-term disability (LTD) *prior to the tuition waiver benefit being utilized* remain eligible for the tuition waiver assuming the deceased/disabled University Staff member met the eligibility requirements for the tuition waiver benefit and had completed at least five years of continuous full-time service to the University prior to death/disability. The University Staff member must have been actively employed by the University at the time of death/disability and the spouse must have been the eligible spouse of the University Staff member at the time of death/disability. The tuition waiver is available for up to eight full-time semesters or until graduation, whichever occurs first. Non-degree seeking spouses may continue to take one-off courses indefinitely.

E. Additional Provisions

1. Wittenberg reserves the right to interpret the Tuition Waiver for Employees & Spouses policy as deemed appropriate in instances of ambiguity.
2. While infrequent, exceptions to policy may be made as needed in instances of special circumstance. Each exception request will be reviewed on a case-by-case basis.
3. Notification will be made to campus when changes to the policy are made.
4. Questions regarding this policy or requests for additional information should be directed to the Human Resources Department.

SECTION II
Undergraduate Wittenberg Tuition Waiver for Dependent Children

A. Eligibility

1. Effective on the date of full-time hire, dependent children of faculty, administrative staff, and support staff (University Staff) are eligible for this benefit. Full-time is defined in the Employee Manual found on the HR Teams page.
2. For purposes of the tuition waiver benefit, dependent child means the University Staff member's biological child, stepchild*, or legally adopted child who can be claimed as a federal tax dependent on the University Staff members tax return. Also, for an adopted child, the adoption must have occurred at least 5 years prior to the child's first enrollment at Wittenberg. For a stepchild, the marriage must have occurred at least 5 years prior to the child's first enrollment at Wittenberg and does not include a stepchild of divorced or legally separated couples.
3. Documentation such as birth certificate, marriage license and/or adoption certificate must be given to HR before considering eligibility.
4. Eligibility of the tuition waiver ceases at the conclusion of the semester of the dependent child's 23rd birthday or marriage, whichever occurs first. Dependent child eligibility may be continued past the age limit for children who cannot work to support themselves due to mental or physical disability and if they continue to be claimed as federal tax dependent of the University Staff member. Extension of the age limit may also be permitted in exceptional cases involving delay in completing the educational program with each request being handled on a case-by-case basis.

*Beginning with the Summer 2022 semester, stepchildren are eligible for the Wittenberg undergraduate tuition waiver. A retroactive or pro-rated tuition waiver will not be applied to semesters prior to the Summer 2022 semester for stepchildren who may have attended Wittenberg. Stepchildren are not eligible for the tuition export scholarship or the tuition exchange benefits.

B. Limitations

1. The waiver of tuition is restricted to undergraduate courses taken at Wittenberg University.
2. The waiver of tuition applies to the basic tuition costs. It does not cover additional fees such as registration, laboratory fees, or technology fees.
3. The waiver does not cover the cost of private music lessons unless the student is a full- time music major who is taking them for course credit.
4. The tuition waiver is limited to a maximum of eight (8) full-time semesters. To receive the full waiver in any given semester, the student must be enrolled as a full-time student (full time is defined as 12 or more credit hours per semester). If a student is enrolled in full-time status during a summer session(s)*, then that/those session(s) will count toward the maximum eight semesters allowed. A student who is enrolled less than full-time is eligible for a waiver of fifty percent (50%) of the tuition charges and these classes *do not* count toward the maximum eight semesters allowed.

   **Individual summer 'sessions or terms' count toward the collective summer 'semester' if 12 credits or more are taken over the entire summer.*

5. A full-time student is required to apply for eligible financial aid. This includes completing the Free Application for Federal Student Aid (FAFSA). Other examples of financial aid include federal grants or scholarships, state grants or scholarships, vocational rehabilitation benefits, veteran benefits, veteran's dependent benefits, and corporate, private or foundation grants or scholarships.
6. Grants and/or scholarships received by students specifically designated for tuition will be applied toward the tuition cost before the tuition waiver is applied. In no case will the amount of the waiver exceed the total tuition due on the Wittenberg bill for any semester.
7. Loans obtained are not construed as grants/scholarships and do not affect the amount of the tuition waiver for which the student is eligible.
8. To be eligible to continue receiving a tuition waiver, the student must meet acceptable academic standards as defined in the University's Standards of Academic Progress policy and be in good financial standing with the office of financial aid.
9. Once a dependent completes the bachelor's degree requirements at Wittenberg or elsewhere, the student is not entitled to any further tuition waivers. This restriction is applicable even if the student has received a tuition waiver for less than eight semesters of full-time study.

C. Enrollment

1. Complete a Wittenberg Tuition Waiver form (for dependent children), provide your signature, and return the completed form to HR. HR will determine eligibility for the benefit & will work with Financial Aid to apply the waiver to the student's statement. This waiver form must be filed annually. See the HR Teams Channel to access the form.
2. Apply and be accepted to the University through the standard admission process. Dependents of University Staff must qualify for admission to courses or degree programs like dependents of non-University Staff applicants. Eligibility for a tuition waiver does not imply a waiver of regular admission requirement or procedures. See the Admission webpage for details.
3. Enroll in courses through the standard enrollment process. See the Registrar's webpage for details.
4. Once a student is granted a tuition waiver, the waiver is in place for up to eight (8) full-time semesters assuming satisfactory academic standards are met, eligibility is maintained, and the student is in good financial standing with the university for non-tuition expenses (i.e. housing, meals, etc.). The parent must notify the Human Resources department *annually* of their child's intent to renew the waiver by completing an application for a tuition waiver (found on the HR Teams Channel). Financial Aid will notify HR if the student is meeting the required academic standards & is in good financial standing.

D. Change in Employment Status

1. If a University Staff member voluntarily terminates employment during a semester in which the tuition waiver benefit is being utilized by a dependent child, the benefit will be pro-rated, and the University Staff member is responsible for re-payment to Wittenberg of the resulting uncovered pro-rated tuition balance.
2. If a University Staff member is involuntarily terminated by the University during a semester in which the tuition waiver is being utilized by a dependent child, the university will determine the use and/or repayment of the benefit on a case-by-case basis.
3. If a University Staff member should become disabled and unable to work or should die during a semester in which the tuition waiver benefit is *already being utilized* by a dependent child, the waiver will remain in-tact for the current semester. Beyond the current semester, if satisfactory academic standards and good financial standing are met the benefit may be maintained for the dependent child for a period of up to eight (8) full-time semesters or until completion of the degree being pursued at the time of the employee's disability or death, whichever occurs first.
4. Dependent children of an eligible University Staff member who died or went on long-term disability (LTD) *prior to the tuition waiver benefit being utilized* are also eligible for the tuition waiver assuming the deceased/disabled University Staff member met the eligibility requirements for the tuition waiver benefit and had completed at least five years of continuous full-time service to the University prior to death/disability. The University Staff member must have been actively employed by the University at the time of death/disability and the child must have been an eligible dependent of the University Staff member at the time of death/disability. The tuition waiver is available for up to eight full-time semesters or until graduation, whichever occurs first.

E. Additional Provisions

1. Wittenberg reserves the right to interpret the Tuition Waiver for Dependent Children policy as deemed appropriate in instances of ambiguity.
2. While infrequent, exceptions to policy may be made as needed in instances of special circumstance. Each exception request will be reviewed on a case-by-case basis.
3. Notification will be made to campus when changes to the policy are made.
4. Questions regarding this policy or requests for additional information should be directed to the Human Resources Department.

SECTION III

Undergraduate Tuition Export Scholarship for Dependent Children

Eligible dependents of eligible employees may attend another 2-year or 4-year accredited post-secondary institution provided all requirements below are satisfied.

A. Eligibility

1. Dependent children of full-time faculty members or administrative staff members whom Wittenberg University has employed prior to July 1, 2013, and for at least five (5) consecutive years are eligible to receive a Wittenberg-funded undergraduate tuition export scholarship. Full-time is defined in the University Staff Manual.
2. For purposes of the tuition export benefit, dependent child means the eligible employee's biological child or legally adopted child who can be claimed as a federal tax dependent on the employee's tax return. Additionally, for purposes of adopted children, the adoption must have occurred at least 5 years prior to the child's first enrollment at another institution.
3. Documentation such as birth certificate and/or adoption certificate must be given to HR before considering eligibility.
4. Eligibility for the tuition export scholarship ceases at the conclusion of the semester of the dependent child's 23rd birthday or marriage, whichever occurs first. Eligibility may be continued past the age limit for children who cannot work to support themselves due to mental or physical disability and if they continue to be claimed as federal tax dependent of the eligible employee. Extension of the age limit may also be permitted in exceptional cases involving delay in completing the educational program with each request being handled on a case-by-case basis.
5. Hourly support staff and adjunct faculty are not eligible for the export scholarship benefit.

B. Limitations

1. The export scholarship is for undergraduate courses taken at an accredited 2-year or 4-year post-secondary institution.
2. The student must be enrolled as a full-time student*.
3. The tuition export scholarship is limited to a maximum of eight (8) consecutive full-time semesters. If a student is enrolled at full-time status during a summer semester, that summer semester will count toward the maximum eight (8) semesters allowed.
4. The export scholarship applies to basic tuition costs. It does not cover room & board or additional fees such as registration, laboratory fees, or technology fees.
5. For dependents who enter in the Fall of 2017 and after, the amount of the scholarship is limited to seventy-five (75) percent of the current full-time tuition charge at Wittenberg. (Grandfather Clause: The amount of the scholarship for dependents who entered in the Fall of 2016 and prior was one hundred (100) percent of the current full-time tuition charge at Wittenberg).

6. Students eligible for an export scholarship considering a school that is also in the Tuition Exchange, Inc., CIC Exchange, ELCA Exchange, or GLCA Exchange must also apply for an exchange benefit. If not accepted for an exchange benefit, the export scholarship benefit will still be an available option for eligible dependents.
7. The student is required to apply for all eligible scholarships from the attending institution.
8. The student must apply for the Free Application for Federal Student Aid (FAFSA) and other eligible financial aid. Other examples of financial aid include federal grants or scholarships, state grants or scholarships, vocational rehabilitation benefits, veteran benefits, veteran's dependent benefits, and corporate, private or foundation grants or scholarships.
9. Scholarships, grants, and other financial aid awards designated as "tuition" awards, including awards from the attending institution will first be applied toward the attending institution's tuition prior to applying the Wittenberg tuition export scholarship benefit. Wittenberg's tuition export scholarship will be calculated on the remaining tuition balance.
10. Scholarships, grants and other financial aid awards from outside sources designated as "general" or "non- tuition" will not be applied to the Wittenberg tuition benefit – the receiving student can apply those dollars to room and board.
11. Loans obtained will not be construed as grants or scholarships and will not affect the amount of the tuition export scholarship.
12. The amount of the scholarship will be reduced so that the amount of the export scholarship does not exceed the total remaining tuition balance on the bill from the attending college after all other applicable scholarships, grants and financial aid awards have been credited.
13. To be eligible to continue receiving a tuition export scholarship, the student must meet acceptable academic standards as defined in the University's Standards of Academic Progress policy. An official transcript or grade report of the student's prior year's work must be submitted to the Office of Human Resources after each academic year.
14. Once a dependent completes the bachelor's degree requirements, the student is not entitled to any further tuition export scholarships. This restriction is applicable even if the student has received a tuition export scholarship for less than eight semesters of full-time study.

*Part-time enrollment may be considered due to special circumstances and will be determined on a case-by-case basis. If part-time, all eligibility & limitation parameters still apply, and the amount of the export scholarship will be limited to fifty percent (50%) of the tuition charges less all applicable grants & scholarships. In no case will 50% of the export scholarship exceed 75% of Wittenberg's full-time tuition. For export scholarships, part time semesters *do* count toward the maximum 8 export semesters allowed.

Example 1: Ezry is attending Tiger University as a full-time student with a tuition cost of $52,000 per year. Ezry receives scholarships and financial aid awards from Tiger University & other sources totaling $32,000 per year leaving a tuition balance of $20,000 per year, or $10,000 per semester. Wittenberg's export benefit allows Ezry to receive a maximum of 75% of Wittenberg's annual tuition cost ($44,966 for 2024-25) which equates to $33,724.50 per year or a maximum of $16,862.25 per semester. In this example, Ezry will receive an export scholarship of $10,000 per semester to apply toward Tiger University's tuition. The export benefit received covers 100% of the tuition balance because the available benefit ($16,862.25 per semester) is more than the balance due ($10,000 per semester).

Example 2: Ezry is attending Tiger University as a full-time student with a tuition cost of $52,000 per year. Ezry receives scholarships and financial aid awards totaling $10,000 per year leaving a tuition balance of $42,000 per year, or $21,000 per semester. Wittenberg's export benefit allows Ezry to receive a maximum of 75% of Wittenberg's annual tuition cost ($44,966 for 2024-25) which equates to $33,724.50 per year or a maximum of $16,862.25 per semester. In this example, Ezry will receive an export scholarship of $16,862.25 per semester to apply toward Tiger University's tuition. Ezry will be responsible for the remaining tuition balance of $4,137.75 per semester. The export benefit will not cover the entire tuition balance because the available benefit ($16,862.25 per semester) is less than the balance due ($21,000 per semester).

C. Enrollment

1. Complete the application for a tuition export scholarship found on the HR Teams Channel. Once a student is granted a tuition export scholarship, the scholarship is in place for up to eight (8) semesters assuming satisfactory academic standards are met, and eligibility is maintained. To certify that the student remains eligible for the scholarship the parent must notify the Human Resources department annually of their child's intent to renew the scholarship by completing an application for a tuition export scholarship (found on the HR Teams Channel) and submitting an official transcript or grade report of the student's prior year's work along with the renewal application.
2. Apply and be accepted to the desired school through their standard admissions process.
3. As stated in the Limitations section above, apply for all available scholarships & financial aid from the desired school as well as the other sources listed.
4. Submit the *full detailed* tuition statement for each semester to the Wittenberg Human Resources department for processing. Wittenberg will remit the tuition scholarship directly to the institution that the student is attending provided the student continues to meet the eligibility & limitations parameters.

D. Change in Employment Status

1. If an employee voluntarily terminates employment during a semester in which the tuition export scholarship is being utilized by a dependent child, the benefit will be pro-rated, and the University Staff member is responsible for re-payment to Wittenberg of the resulting uncovered pro-rated tuition balance.
2. If an employee is involuntarily terminated by the University during a semester in which the tuition export scholarship is being utilized by a dependent child, the university will determine the use and/or repayment of the benefit on a case-by-case basis.
3. If an eligible employee should go on long-term disability (LTD) or die during a semester in which the tuition export scholarship is *already being utilized* by a dependent child, the scholarship will remain in-tact for the current semester. Beyond the current semester, if satisfactory academic standards are met, the benefit may be maintained for the dependent child for a period of up to eight (8) total full- time semesters or until completion of the degree being pursued at the time of the employee's disability or death, whichever occurs first.
4. The export scholarship benefit is not available to dependents of eligible employees who went on LTD or died *prior to the benefit being utilized*.

E. Additional Provisions

1. Wittenberg reserves the right to interpret the Tuition Export Scholarship policy as deemed appropriate in instances of ambiguity.
2. While infrequent, exceptions to policy may be made as needed in instances of special circumstance. Each exception request will be reviewed on a case-by-case basis.
3. Notification will be made to campus when changes to the policy are made.
4. Questions regarding this policy or requests for additional information should be directed to the Human Resources Department.

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SECTION IV

Undergraduate Tuition Exchange Programs for Dependent Children

Wittenberg University is a member of four (4) undergraduate tuition exchange programs including the Tuition Exchange, Inc., CIC Tuition Exchange, ELCA Exchange, and GLCA Exchange. Eligible dependents of eligible University Staff may apply to a Tuition Exchange program provided all requirements below are satisfied.

A. Eligibility

1. Effective on the date of hire, dependent children of full-time faculty, administrative staff, and support staff (University Staff) are eligible to apply for a tuition exchange benefit through the Tuition Exchange, Inc., the CIC Exchange, and the ELCA Exchange. Full-time is defined in the Employee Manual.
    a) ***GLCA Exchange**: Employees hired prior to 1/1/2017 must have five (5) years of consecutive service and employees hired *after 1/1/2017* must have ten (10) years of consecutive service for GLCA Exchange eligibility.
2. For purposes of the tuition exchange benefit, dependent child means the University Staff member's biological child or legally adopted child who can be claimed as a federal tax dependent on the University Staff member's tax return. Also, for an adopted child, the adoption must have occurred at least 5 years prior to the child's first application to an exchange school.
3. Documentation such as birth certificate and/or adoption certificate must be given to HR before considering eligibility.
4. Eligibility for the tuition exchange benefit ceases at the conclusion of the semester of the dependent child's 23rd birthday or marriage, whichever occurs first. Eligibility may be continued past the age limit for children who cannot work to support themselves due to mental or physical disability and if they continue to be claimed as federal tax dependent of the eligible employee. Extension of the age limit may also be permitted in exceptional cases involving delay in completing the educational program with each request being handled on a case-by-case basis.
5. Eligibility is further subject to the individual exchange program requirements and host institution requirements. These requirements can be found on the applicable Exchange Program websites and with the host institutions.

B. Limitations

1. Exchange awards for the Tuition Exchange, Inc., CIC Tuition Exchange, and ELCA Exchange are competitive, and students are selected based on the selection criteria of the importing school. If there are more tuition exchange applicants than the importing institution can accommodate, the institution is free to choose among the applicants who meet those standards. Wittenberg has no input into whether a dependent of a University Staff member is provided an Exchange award.

a) Assuming the student is accepted to a GLCA school through the standard admission process, the GLCA tuition exchange award is automatic/guaranteed.

2. The exchange award is for undergraduate courses taken at institutions participating in the relevant exchange program.
3. The student must be enrolled as a full-time student*.
4. The tuition exchange award is limited to a maximum of eight (8) semesters. If a student is enrolled as full-time status during a summer semester, that summer semester will count toward the maximum eight (8) semesters allowed. The importing institution may limit eligibility to less than eight (8) semesters if they choose.
5. The amount of the tuition exchange award is determined by the specific exchange program and the importing school to which application is made. Some institutions award full tuition while others award less than full tuition. Wittenberg has no input into the importing institutions awarded amount.
6. The GLCA Exchange has automatic acceptance and full tuition coverage. However, the GLCA Exchange program includes a significant student participation fee. Beginning in the Fall of 2017 and thereafter, this participation fee is the responsibility of new students/families entering the GLCA school.
7. **For Export Scholarship Eligible Dependents Only:**
    a) If a tuition exchange award is less than the full cost of tuition, the Department of Human Resources will determine, on a case-by-case basis, if it is in the best interest of the university to pay the "tuition gap" from the Exchange or to pay the 75% export scholarship.
    b) Exchange "tuition gaps" for dependents who are not export scholarship eligible will not be paid by the university.
    c) In instances where export scholarship eligible employees are also considering a GLCA exchange for their dependent child, the Department of Human Resources will determine, on a case-by-case basis, if it is in the best interest of the university to pay the GLCA student participation fee or pay the 75% export scholarship.
8. Tuition exchange awards may be withdrawn if: a) the student does not meet the standards of academic performance and/or personal conduct set by the host institution and/or by Wittenberg, b) loses eligibility, or c) violates other parameters set by the importing university and/or Wittenberg as part of the exchange requirements.
9. Tuition exchange programs do not accept responsibility for misunderstandings that might, for example, lead to termination of an exchange award. Exchange students must remain informed about rules, restrictions, and limitations of the exchange program they participate in.

C. Enrollment

1. Information on each exchange program can be found on their websites and the HR Teams Channel.
2. For the Tuition Exchange Inc. and CIC Exchange, apply for the exchange scholarship through the online process of those exchanges. For the ELCA and GLCA Exchanges, complete the paper application found on the HR Teams Channel. The application must be submitted to the Department of Human Resources before each academic year begins.
3. Apply and be accepted to the importing school through their standard admissions process.
4. Application can, and should, be made to as many exchange schools as possible to increase the odds of acceptance.
5. Once a student is granted a tuition exchange award the award is generally in place for up to eight (8) full-time semesters assuming satisfactory academic standards are met, and eligibility is maintained. The student does not need to re-apply to the exchanges to maintain the award, but HR must notify the exchanges of the students' continued eligibility status. Therefore, the parent must notify the Human Resources department annually of their child's intent to renew the exchange award *and* submit an official transcript or grade report of the student's prior year's work along with the renewal application.

D. Change in Employment Status

1. If a university Staff member voluntarily leaves the university during a semester in which the tuition exchange benefit is being utilized by a dependent child, the benefit will cease as soon as administratively possible. Depending on timing, this may be at the beginning or end of the semester in which the student is currently enrolled.
2. If a University Staff member is involuntarily terminated by the University during a semester in which the tuition benefit is being utilized by a dependent child, the university will determine when the exchange scholarship ends on a case-by-case basis.
3. If a University Staff member should go on long-term disability (LTD) or die during a semester in which the tuition exchange benefit is *already being utilized* by a dependent child, the exchange award will remain in-tact for the current semester. Beyond the current semester, if satisfactory academic standards are met *and* the importing institution allows the award to continue, the exchange award may be maintained for a period of up to eight (8) total semesters or until completion of the degree being pursued at the time of the employee's disability or death, whichever occurs first.
4. The tuition exchange benefit is not available to dependents of eligible employees who went on LTD or died *prior to the benefit being utilized*.

E. Additional Provisions

1. Wittenberg reserves the right to interpret the Tuition Exchange policy as deemed appropriate in instances of ambiguity.
2. While infrequent, exceptions to policy may be made as needed in instances of special circumstance. Each exception request will be reviewed on a case-by-case basis.

3. Notification will be made to campus when changes to the policy are made.
4. Questions regarding this policy or requests for additional information should be directed to the Human Resources Department.

SECTION V

Graduate Tuition Remission for Employees & Spouses

A. Eligibility

1. Effective on the date of full-time hire, faculty, administrative staff, and support staff (University Staff) are eligible for this benefit. Full-time is defined in the Employee Manual.
2. The spouse of anyone eligible under 1 or 2 above.
3. A marriage license must be provided to HR before considering a spouse's eligibility.

B. Limitations

1. Eligible University Staff members and spouses seeking graduate tuition remission must meet Wittenberg's standard admissions requirements and are subject to the same academic standards and policies as all other students.
2. Coursework may not interfere with the performance of the employee's regularly assigned work duties & responsibilities.
3. Class capacity restraints may limit employee and spouse acceptances.
4. The benefit applies to tuition charges only. Other expenses or fees are not covered.
5. Tuition remission support for non-spousal dependents of employees is limited to undergraduate courses and does not extend to graduate courses or degree programs. See sections II through IV of this policy for information.
6. Individuals receiving the graduate tuition remission benefit are not eligible for any other university scholarships or discounts. The stated tuition remission factor will be applied to the full tuition rate for courses, credits, and programs.
7. Wittenberg graduate programs currently include:
    a) Master of Arts in Education
    b) Master of Arts in Sport Administration
    c) Master of Science in Analytics
8. Graduate tuition benefit percentage
    a) Employee benefit = 80% tuition reduction
    b) Spouse benefit = 50% tuition reduction
9. IRS standards and guidelines for taxable graduate tuition remission benefits include:
    a) The first $5,250 of graduate tuition remission provided in each calendar year for courses taken ***by an employee*** is non-taxable. Graduate tuition remission beyond the first $5,250 is considered taxable income to the employee and will be applied as such.
    b) 100% of graduate tuition remission provided in each calendar year for courses taken ***by an employee's spouse*** is considered taxable income to the employee and will be applied as such.

C. Enrollment

1. Complete the "Graduate Program Application Form" *and* "Graduate Program Participation Form" which are available on the HR Teams Channel. The Graduate Program Participation From must include details of the expected attendance plan including specific time-off related impact to the position and department (i.e., what is the amount of time during work hours the employee will be in class? Will this time be treated as vacation, time off with pay, time off without pay, or some combination of these?). Before submitting to HR, both *forms must be completed & signed with the required signatures*. Completed & signed forms should be received by Human Resources at least two (2) weeks prior to the deadlines set for enrollment in the course/program. If approved, Human Resources will notify the office of Financial Aid so that the tuition adjustment can be made.
2. Apply and be accepted to the graduate program through the regular process established for all graduate students. Eligible employees and spouses utilizing this benefit are subject to the prerequisite requirements, restrictions, and add/drop limitations and deadlines in place for all students. Eligibility for graduate tuition remission does not imply a waiver of regular admission requirements or procedures. See the Graduate Admission webpage for details.
3. Enroll in courses through the standard graduate program enrollment process. See the Registrar's webpage for details.

D. Change in Employment Status

1. If a University Staff member voluntarily terminates employment during a semester in which the graduate tuition remission benefit is being utilized by themselves or a spouse, the benefit will be pro-rated, and the employee is responsible for re-payment to Wittenberg of the resulting uncovered pro-rated tuition balance.
2. In a University Staff member is involuntarily terminated by the University during a semester in which the graduate tuition remission benefit is being utilized by themselves or a spouse, the university will determine, on a case-by-case basis, whether to seek reimbursement or to allow the full remission or partial remission for the current term and whether to allow continued remission beyond the current term.
3. If a University Staff member should go on long-term disability (LTD) or die during a semester in which the graduate tuition remission benefit is already being utilized, the remission for the University Staff member will remain in-tact for the current semester (if disabled) and for the spouse (if the University Staff member goes on LTD or dies). Beyond the current semester, as long as satisfactory academic standards are met, the benefit may be maintained for the employee (if disabled) and/or spouse (if employee is on LTD or dies) for a period of up to three additional consecutive years or until completion of the graduate degree being pursued at the time of the disability or death, whichever occurs first.
4. Spouses of an eligible University Staff member who died or went on long-term disability (LTD) prior to the tuition waiver benefit being utilized remain eligible for the graduate tuition remission benefit assuming the deceased/disabled University Staff member met the eligibility requirements for the graduate tuition remission benefit and

had completed at least five years of continuous full-time service to the University prior to death/disability. The University Staff member must have been actively employed by the University at the time of death/disability and the spouse must have been the eligible spouse of the University Staff member at the time of death/disability.

E. Additional Provisions

1. Wittenberg reserves the right to interpret the Tuition Exchange policy as deemed appropriate in instances of ambiguity.
2. While infrequent, exceptions to policy may be made as needed in instances of special circumstance. Each exception request will be reviewed on a case-by-case basis.
3. Notification will be made to campus when changes to the policy are made.
4. Questions regarding this policy or requests for additional information should be directed to the Human Resources Department.

SECTION VI

Tuition Discount for Graduate Assistants

A. Eligibility

1. Effective on the date of hire, Graduate Assistants (GAs) are eligible for a tuition discount benefit.

B. Conditions & Limitations

1. A discount of 25% of tuition costs will be applied to graduate level courses taken at Wittenberg University that are applicable to the GAs assistantship at the university.
2. The discount applies to the standard tuition cost and registration fee. It does not cover the payment of additional fees, such as laboratory fees or technology fees.
3. GAs must be enrolled as a full-time graduate student. *
4. GAs are part-time employees regardless of exempt or non-exempt classification.
5. GAs must complete the hiring process through the Department of Human Resources and will be paid through the university payroll system.
6. GAs are not permitted to work more than 20 hours in a week or more than 1,000 hours annually between all employment roles held at the university.
7. GAs are eligible to apply for university housing and if available, housing will be offered to the GA at the standard rate.
8. GAs are expected to enroll in the appropriate master's program and take the required courses each semester. Time spent in class is not compensated. GAs must work with their supervisor to determine necessary adjustments to their work schedule as needed.
9. The courses for which GAs may receive a tuition discount are limited to the standard courses and credit hours for the master's degree program they are enrolled in that is applicable to their assistantship.
10. To maintain eligibility for the tuition discount, the GA must meet acceptable academic standards as defined in the University's Standards of Academic Progress policy and be in good financial standing with the university for non-tuition related expenses (i.e. housing, meals, etc.). An official transcript or grade report of the student's progress must be submitted to the Office of Human Resources after each academic semester.
11. Once a GA completes the master's degree program, the GA is not entitled to further tuition discounts. This restriction is applicable even if the GA completes the program in less than the required semesters of full-time study.

*Part-time enrollment in a master's program may be considered due to special circumstances and will be determined on a case- by-case basis. If part-time enrollment status, the eligibility & conditions/limitation parameters still apply, and the amount of the discount may be altered.

C. Hiring & Course Enrollment

1. Prior to a GA beginning work, hiring Managers must complete the standard hiring process through the Department of Human Resources including but not limited to

completion of a Request to Fill Vacancy form and Request to Hire form. The GA must complete a successful background check, complete the I9 form, and sign an offer letter.

2. Once hired, the GA must complete and obtain all signatures on the GA Tuition Discount form & return the completed form to HR. HR will determine eligibility for the benefit & will work with Financial Aid & Student Accounts to apply the discount to the GA's statement. See the HR Teams Channel to access the form.
    - A Tuition Discount form must be submitted to HR ***prior to <u>each</u> semester*** that the GA is working and seeking the benefit.
3. The GA must apply and be accepted to the master's program through the standard admission process. GAs must qualify for admission to courses or degree programs in the same manner as University Staff applicants. See the Admission webpage for details.
4. The GA must enroll in courses through the standard enrollment process. See the Registrar's webpage for details.

D. Change in Employment Status

1. If a GA terminates employment during a semester in which the tuition discount benefit is being utilized, the benefit will be pro-rated, and the GA is responsible for re-payment to Wittenberg of the resulting tuition balance.

E. Additional Provisions

1. Wittenberg reserves the right to interpret the Tuition discount for GA's policy as deemed appropriate in instances of ambiguity.
2. While infrequent, exceptions to policy may be made as needed in instances of special circumstance. Each exception request will be reviewed on a case-by-case basis.
3. Notification will be made to campus when changes to the policy are made.
4. Questions regarding this policy or requests for additional information should be directed to the Human Resources Department.