

Roger Williams University Policy and Procedure

Tuition Benefits Policy

PURPOSE: The purpose of the tuition benefits provided under this program is to encourage and assist eligible employees and their dependents to obtain a college level education. As an institution of higher education, encouraging and supporting higher learning for and among its employees and their dependents is important.

SCOPE: This policy applies to all full-time, permanent employees with at least 6 months of continuous service prior to start of the course. Where there is conflict between CBAs and this policy, whether by inclusion or exclusion of terms, the CBA's express terms only govern.

PROVISIONS:

- A. **Tuition Remission:** Eligible employees as defined under SCOPE, the employee's spouse or formally registered domestic partner (consistent with controlling health benefits policy and procedural parameters) and that employee's legally dependent children who are 23 years of age or younger at the start of the semester for which tuition remission is sought, are eligible. Students may enroll tuition-free in any undergraduate degree program or graduate course or graduate degree program, excluding the RWU School of Law, graduate programs in the Gabelli School of Business, Master's in Law, Master's in Real Estate as a matriculated student, on any permanent campus both maintained and operated by the University. This benefit is specifically subject to and modified by the following provisions:
1. The University will only waive the cost of tuition. This does not include the cost of books, supplies, lab fees or any other fees associated with the course(s).
 2. Legally dependent children of an employee, for purposes of this policy only, are those claimed on the federal income tax return of the employee or those claimed on the federal income tax return of the employee's partner (as defined above) and living in the same household as the employee for at least six (6) months before tuition remission is sought.
 3. Participation in this program by an eligible employee is contingent upon the reasonable discretion of the University that the course(s) do/does not conflict with an employee's employment responsibilities, where the conflict is not directly interfering with the scheduled reporting hours. Where there is a conflict in reporting protocol, release time for any higher learning opportunity is at the complete discretion of the University.
 4. Tuition remission for graduate courses, not taken as a matriculating student, is limited to a maximum of three courses to be determined by the graduate degree discipline. The University's "London Program", is considered "maintained and operated" by the University for the purposes of the Tuition Remission hereunder. It is the only University affiliated program outside the continental United States that qualifies for Tuition Remission under this policy.
 5. A minimum cumulative grade point of average of 2.0 is required to receive tuition remission. If benefiter falls below the minimum GPA of 2.0, tuition remission benefits will be discontinued and will not be reinstated until the cumulative GPA is a 2.0 or greater.
 6. If an employee terminates employment during the semester in which tuition remission is provided to any of the eligible beneficiaries under this policy, that employee is responsible for the full cost of tuition.
 7. This benefit does not apply to special programs, certificate programs, institutes, individual instruction, auditing a course, directed or independent study, most study abroad programs, Summer Academy, Emerging Artist and other courses offered outside the University catalog.
 8. All rules and regulations of the University, such as normal admission standards, academic requirements for admission to courses, academic standing, personal conduct and payment of all fees, tuition balances and finance charges (where applicable), must be satisfied by the employee/dependent.
- B. **Tuition Reimbursement:** Eligible employees, as defined under SCOPE, may request tuition reimbursement from the University in order to attend another institution of higher education on the basis that the course of study leading to a degree will directly benefit the University and that the course of study is not offered by the University. This program is not limited to an undergraduate degree program, but is limited to a maximum of six (6) credit hours per semester.

The dollar value for reimbursement is limited to the IRS non-taxable threshold (currently \$5,250) per calendar year. This grant is subject to the following provisions:

1. Should the recipient voluntarily leave the University before five (5) years have lapsed following proper, approved completion of the authorized course of study, the recipient shall repay the University as follows:
 - a. Less than two (2) years following completion of the authorized course of study, 100% of the monies must be repaid to the University.
 - b. More than two (2) but no more than four (4) years following completion of the authorized course of study, 50% of the monies must be repaid to the University.
 - c. More than four (4) but less than five (5) years following completion of the authorized course of study, 25% of the monies must be repaid to the University.
 2. As a condition for tuition reimbursement, the recipient authorizes the University to deduct, up to the maximum amount provided by law, from the recipient's salary and/or vacation accrual to recover monies it is owed pursuant to provision B.1 immediately above.
 3. Prior to any reimbursement for tuition paid to the recipient, proof of at least a passing grade and of actual payment by the recipient is required by the University. There will be no reimbursement for any course in which a failing grade is achieved.
 4. The University's Tuition Reimbursement may be revoked by the University should the recipient fail two or more courses under the period of the reimbursement, in which case provision B.1. shall apply.
 5. All requests for tuition reimbursement will require the divisional Vice President signature and approval prior to the start of the course.
- C. **Tuition Exchange**: The Tuition Exchange Program (TEP & CIC) at Roger Williams University has been established to provide a college education for dependent children of eligible employees, as defined under SCOPE, at institutions other than RWU which are members of the incorporated organization known as Tuition Exchange.

Approval will be made for credits leading to an undergraduate degree only. All students must be full-time students.

1. **Scholarship Availability**: The number of scholarships allowed is based on a balance of the number of children from member TEP & CIC institutions attending Roger Williams University (imports) and the number of RWU employees' children attending other member TEP & CIC institutions (exports). The number of scholarships awarded may vary accordingly.
 - a. Each student is limited to one 4-year undergraduate degree through the Tuition Exchange Benefit.
 - b. Eligibility for Tuition Exchange Benefits does not guarantee acceptance and/or scholarship to member institutions.
2. **Scholarship Awards**: The amount of the award is the full cost of tuition of the member TEP & CIC colleges or the maximum annual allowable amount under the TEP or CIC program.
 - a. Some TEP & CIC member institutions may require some reimbursement towards tuition in addition to the scholarship amount. Financial aid awards may be included by the member institution in determining scholarship awards.

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