POLICY AND PROCEDURE

TITLE:	Tuition Remission

POLICY STATEMENT: Goodwin University is pleased to offer tuition remission to eligible employees and their families as part of our education assistance benefit.

PROCEDURE DETAILS:
Full-time Goodwin University and Magnet School employees are eligible for 100% tuition remission of any Goodwin University course, excluding selective admissions programs. This benefit extends to spouses and dependent children, including admission to selective admissions programs. Part time employees and adjuncts are eligible for 50% tuition remission of any Goodwin University course. Spouses or dependents of employees who work at the Goodwin magnet schools are also eligible for 50% tuition remission. Adjuncts that are inactive will remain eligible to participate in the 50% tuition remission program. Please see "employment separation" section for more information. To determine eligibility, you must submit a completed Tuition Remission Eligibility form to Human Resources, either for yourself or for your spouse/dependent child. The form must be submitted prior to the start of each semester to be considered for eligibility. The form can be found on the Goodwin Policy Website. If your employment with the University terminates, you or your spouse/dependent children may complete all classes in which currently enrolled.

Tuition Remission is provided as a tuition-only scholarship that also covers applicable program fees and is available to employees and their family members who enroll in an academic program at Goodwin University. Prior to receiving a tuition grant, the student must be accepted through the admissions procedures and file the federal financial aid application so as to be received by Goodwin University by the appropriate deadline. The amount of the tuition grant shall be the difference between tuition costs and any federal, state, or outside, private entity financial award for which the student qualifies. Books and program supplies are the responsibility of the student. Professional development money cannot be applied to cover these fees. All courses under the tuition remission program are subject to space availability.

Employee Eligibility:

Full-time employees must have completed at least six months of service. This includes full-time employees of Connecticut River Academy and Riverside Magnet School. All participants must follow registration guidelines as set forth in the Goodwin University Catalog.

- May take two 3- or 4-credit course per semester
- May request approval to take additional courses for a semester from his/her direct supervisor and department vice president. This request must include an explanation of how an accelerated academic schedule will benefit both the employee and the University.
- Cannot schedule classes during normal working hours without prior written approval from his/her supervisor and department vice president.
- Must meet the following requirements in order to remain eligible for the Tuition Remission benefit:
    - Achieve a grade of "C" or better in each course
    - Do not receive an "NS" or "UG" grade for any course
        - In addition, should you receive an INC in any of your courses, your tuition benefit eligibility will be suspended until the INC grade is resolved. In the meantime, you would be responsible for all tuition and fees. If the INC grade is resolved satisfactorily, the tuition benefit would resume at that point.
    - Do not withdraw from, or drop, more than one course during the academic calendar year (unless prior approval has been received for medical or military leave)
    - Consistently comply with the parameters of the program
    - Remain in active employee status

Failure to meet requirements will result in losing eligibility for one full academic calendar year

Spouse Eligibility:

- May take up to a full-time credit load per semester
- Must be a current legal spouse of the eligible employee at the beginning of each semester.
- Must meet the following requirements in order to remain eligible for the Tuition Remission benefit:
    - Maintain satisfactory academic progress, in accordance with the University's student policies
    - Do not receive an "NS" or "UG" grade for any course
        - In addition, should your spouse receive an "INC" in any of his/her courses, their tuition benefit eligibility will be suspended until the "INC" grade is resolved. In the meantime, they would be responsible for all tuition and fees.
    - Do not withdraw from, or drop, more than one course during the academic calendar year (unless prior approval has been received for medical or military leave)

Failure to meet requirements will result in losing eligibility for one full academic calendar year

Dependent Eligibility:

- May take up to a full-time credit load per semester
- Must be a legal dependent child of the eligible employee, per FAFSA guidelines, at the time of his/her initial class registration (see "Dependency Checklist" on page 2 of the Tuition Remission Eligibility Form)
- Must meet the following requirements in order to remain eligible for the Tuition Remission benefit:
  - Maintain satisfactory academic progress, in accordance with the University's student policies
  - Do not receive an "NS" or "UG" grade for any course
    - In addition, should your dependent receive an "INC" in any of his/her courses, their tuition benefit eligibility will be suspended until the "INC" grade is resolved. In the meantime, they would be responsible for all tuition and fees.
  - Do not withdraw from, or drop, more than one course during the academic calendar year (unless prior approval has been received for medical or military leave)
  - Once independent status is reached (per FAFSA guidelines), student must have continuous enrollment, including no unapproved leaves of absence through the completion of their program of study.

Failure to meet requirements will result in losing eligibility for one full academic calendar year

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG ☒ FACULTY HANDBOOK

☒ STAFF HANDBOOK ☐ STUDENT HANDBOOK

DEFINITIONS:

Spouse: Spouse means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including "common law" marriage and same-sex marriage.

Dependent Child: A Dependent student is defined by FAFSA regulations. If a student is deemed dependent at the beginning of his/her program, and is progressing consistently and successfully, Goodwin University will continue to allow tuition remission for this dependent to complete his/her program of study even if the student's dependency status changes before completion of that program of study.

INC/NS Grades: In order to continue to be eligible for the tuition benefit for a future semester, you must also continue to meet all of the tuition benefit requirements such as not earning an F, UG or NS grade in any of your classes. In addition, should you earn an INC in any of your courses, your tuition benefit eligibility will be suspended until the INC grade is resolved. In the meantime, you would be responsible for all tuition and fees. If the INC grade is resolved satisfactorily, the tuition benefit would resume at that point (not retroactively) – for example, if you resolve the INC grade after the standard add/drop period for the first mod, you would only be eligible for the benefit for the second mod.

EXCLUSIONS:

Programs that are excluded from this benefit for employees include those with selective admissions policies. Employees who are currently enrolled in any of the excluded programs as of July 1, 2014, will be allowed to complete their program provided that they do not lose eligibility. This program exclusion does not apply to spouses and dependent children of employees.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Human Resources, Enrollment, Registrar, Financial Aid, Business Office

HISTORY:

Revised July 1, 2015 (updated number of courses employees can enroll in from one to two)
Revised June 1, 2016 (updated policy for magnet school employees)
Revised December 1, 2017 (added part time and adjunct eligibility)
Revised December 1, 2018 (updated policy for magnet school employee spouses and dependents)
Reviewed September 2, 2019
Reviewed January 31, 2020 (updated policy for University status)

EFFECTIVE DATE:	July 1, 2015
RESPONSIBLE OFFICE (ONLY ONE):	Human Resources
REVIEW DATE:	Annually (Jan-March).

Include any supporting documentation that would be of use for the interpretation and future evaluation and revision of the policy. Examples include: meeting minutes documenting open forum discussion (arguments for and against, resulting vote), timetables, text of applicable external regulation, etc.