



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:

Tuition Scholarship for Master's Programs

POLICY STATEMENT:

Goodwin College supports its employees, and other members of the Goodwin community, in the achievement of their academic goals. The College has established a scholarship program to provide full tuition remission to its eligible full-time employees, and 50% tuition remission to eligible part-time employees including adjunct faculty. If an employee's spouse or dependent, or a magnet school employee, enrolls in a cohort they will receive a 50% tuition scholarship for the duration of their time in the program (provided they maintain continuous enrollment). This 50% scholarship may not be available for new enrollees in future semesters.

PROCEDURE DETAILS:

In order to ensure a rich academic experience within each cohort, spaces for full-time Goodwin College employees may be limited to 25% of each cohort. In the event that the number of eligible full-time employees exceeds the amount of space available, the College will award spaces based on a number of factors, including but not limited to organizational need and length of employment. There is no space limit for other eligible members of the Goodwin community.

The tuition remission is a tuition-only scholarship. Prior to receiving this scholarship, the recipient must be accepted for admission to the program, and formally request scholarship consideration by sending an email to the VP of Human Resources. If the recipient wishes to apply for federal, state or private financial aid, the amount of the scholarship awarded will be the difference between the financial aid received and the program's tuition and fees. Program fees, books and supplies are the responsibility of the student. Professional development money cannot be applied to cover these fees.

Employee Eligibility:

- Must have completed at least six months of continuous service.
- Must follow registration guidelines as set forth in the Goodwin College Catalog.

- Must meet admissions requirements and receive formal acceptance into the program.
- Must agree to and sign the service requirement agreement, which states that you must provide the college an additional year of service for each year that they are in the master's program.
- Cannot schedule classes during normal working hours without prior written approval from his/her supervisor and department Vice President.

Spouse Eligibility:

- Sponsoring eligible employee must have completed at least six months of continuous service.
- Must be a current, legal spouse of the eligible employee at the beginning of the semester.
- Must follow registration guidelines as set forth in the Goodwin College Catalog.

Dependent Eligibility:

- Sponsoring eligible employee must have completed at least six months of continuous service.
- Must be a legal dependent child of the eligible employee, per FAFSA guidelines, at the time of his/her initial class registration. In the event that there is a break in enrollment, dependent eligibility will be based on the student's current age.
- Must follow registration guidelines as set forth in the Goodwin College Catalog.

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

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY 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 College 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.

EXCLUSIONS:

- Spouses or dependents of employees who work at the neighboring magnet schools are not eligible for this benefit.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Human Resources, Business Services, Enrollment, Registrar

HISTORY: Reviewed August 2, 2018

EFFECTIVE DATE:	September 1, 2017
RESPONSIBLE OFFICE (ONLY ONE):	Human Resources
REVIEW DATE:	Annually (January – March)

APPENDIX:

Include any supporting documentation that would be of use for the interpretation, future evaluation, or revision of the policy and procedure. Examples include: the text of the law or regulation that required the creation of the policy or which the policy was designed to comply with and meeting minutes documenting open forum discussion (arguments for and against, resulting vote).