

**SNU Policy: Tuition Remission**

**SNU Policy ID: Benefit Information D-11**

**Policy Reviewed by: Director of Human Resources**

**Approval Authority: Vice President for Business and Finance**

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**POLICY:**

**Full-Time Employees**

Full-time faculty and regular full-time staff and administrators in good standing working a minimum of 40 hours per week are eligible for tuition remission for a first undergraduate degree and a first graduate degree from SNU or any other Higher Education Institution. Supervisor approval is required for tuition remission and the benefit can be denied at the discretion of the University if the employee is not in good standing in their position. Click here "[Tuition Remission Form](#)" to access the electronic form.

**I. Employee Tuition Remission**

Eligibility for Traditional, General Education and Professional and Graduate Studies tuition remission (excludes the Doctoral program, see section **II. Doctoral Course** below for eligibility) begins for courses starting after the 90<sup>th</sup> day of employment. Service preceding employment at SNU with another CCCU University will be considered and apply to the tuition remission waiting period. Documentation of preceding CCCU service will need to be provided by the employee. When the employee ends employment, tuition remission will not be granted for classes beginning after the employment end date. Courses are to be taken outside of the work schedule and are subject to approval by the employee's supervisor. Employees must be admitted to the University. Admission into a course is on a space-available basis. Full time employees are eligible to receive remission as follows:

**a. Traditional, Professional Studies, and General Education Undergraduate Courses**

Regular full-time employees shall be eligible to receive undergraduate tuition and certification remission at 100% each semester for two courses or six credits, whichever is greater, up to a maximum of 12 credits per academic school year in any traditional academic program offered by Southern Nazarene University. Regular full-time employees shall be eligible to receive graduate tuition remission up to a maximum of 24 hours per academic school year for General Education and Professional and Studies undergraduate courses. Tuition remission may not be utilized during the Summer semesters.

**b. Professional Graduate Studies and Graduate Courses**

Regular full-time employees shall be eligible to receive graduate tuition remission up to a maximum of 24 hours per academic school year for Professional and Graduate Studies courses. Employees become eligible for tuition remission for PGS and Graduate courses for classes starting after the employee's 90<sup>th</sup> day of employment. Service preceding immediately to employment at SNU with another CCCU University will be considered and apply to the tuition remission waiting period. When the employee ends employment, tuition remission will not be granted for classes beginning after the employment end date. The maximum number of units covered is based on the specific cohort program requirements where the schedule requires continuous, sequential enrollment in one course at a time.

Employees may receive tuition remission for one graduate degree. Employees will receive priority over spouses' participation in graduate programs. Each graduate cohort will be capped to

one tuition remission student. The University Executive Cabinet reserves the right to select the employees receiving tuition remission based on the strategic employment needs of the university.

Depending on individual circumstances, tuition remission for graduate courses will be considered by the Internal Revenue Service as taxable income. In these situations, the value of this taxable benefit will be added to the employee's W-2 form. Please consult with your tax advisor for additional tax guidance.

c. Hybrid 5 year Accelerated Masters programs will be eligible for tuition remission. The programs are considered undergraduate courses through the Fall semester of the 4<sup>th</sup> year. The Spring semester of the 4<sup>th</sup> year are Graduate courses for the purpose of tuition remission.

d. To be continued on tuition remission a student must be making satisfactory progress toward the completion of his/her course of study as specified in the policy "Satisfactory Progress Standards" as stated in the Academic Policies.

## **II. Doctoral Courses**

1. SNU employees, who meet the admission requirements for an SNU Doctoral program and have served satisfactorily on a full-time basis at the University for a minimum of one full year, are eligible to apply for a partial tuition loan/grant, covering 80% of tuition costs. The University will not reimburse book fees, lab fees, technology fees, or other miscellaneous program costs. Service preceding immediately to employment at SNU with another CCCU University will be considered and apply to the tuition remission waiting period.

2. Full-time SNU employees are eligible to apply for Doctoral level Tuition Remission benefits (No spouses or dependent eligibility)

3. Doctoral level Tuition Remission benefits will be issued as an employee benefit subject to continued full-time employment by SNU for the following stated terms: Employees will earn a 25% satisfaction of the balance of the remission for each full year of employment they complete AFTER graduation (it will take 4 years of full-time employment after completion of the degree to remove the complete value of any approved tuition remission). If an employee leaves full-time employment before full remission is earned, a calculation will be performed to determine the amount of tuition remission forfeited by the employee. The repayment of any amount due will be deducted from the employee's final paycheck (in accordance with state and/or federal law). If repayment amount is not able to be fully recovered through the employee's final paycheck, repayment must be in the form of a cashier's check or money order from the employee within 30 days of separation from SNU. In the event there are extenuating circumstances that will preclude the employee from repaying in full in accordance with the terms and conditions of this policy, employee is obligated to contact the Business Office to present an alternate repayment proposal for consideration. Any employee seeking tuition remission for the SNU Doctoral program must execute a promissory note detailing the terms of this agreement.

4. If the employee fails to complete the program, they will be responsible for 100% of the tuition remission previously awarded.

5. Applicants must first seek acceptance to the desired program. Employees should not submit a Tuition Remission application until they have received full acceptance into their desired program.

6. The Cabinet officer of the employee must approve the Tuition Remission application and must determine that completion of the Doctoral program will bring long-term benefit to SNU.

7. Completed Tuition Remission applications must be submitted to Human Resources by no later than 6 weeks before the start of a Doctoral level cohort.

8. Under no circumstance may an employee's acceptance into a Doctoral program count towards a cohort's minimum. The following guidelines will be used to determine the number of available seats on Tuition Remission in Doctoral cohorts:

i) Cohorts with less than 20 non-Tuition Remission students will be able to add one (1) Tuition Remission employee

ii) Cohorts with 20 or non-Tuition Remission students will be able to add up to three (3) Tuition Remission employees

8. The University Leadership (University President, the area Cabinet officers of all cohort applicants, and the Director of HR) decides, at its own discretion which applicants will receive approval for Doctoral level Tuition Remission benefits. In this sense, this benefit is competitive and may not be available to all applicants. Early application does not provide preferred status in the decision-making process.

9. Full-time employees are only eligible for one Doctoral level Tuition Remission degree.

10. To be continued on tuition remission a student must be making satisfactory progress toward the completion of his/her course of study as specified in the policy "Satisfactory Progress Standards" as stated in the Academic Policies.

Full-time employees or retirees leaving employment voluntarily or because of a reduction in force with at least 20 years of service are entitled to tuition remission for their dependent children only. Dependents must meet the criteria listed below for dependent remission.

### **III. Dependent Remission**

Dependents must be admitted to the University. Admission into a course is on a space-available basis. Eligible children may enroll in courses leading to a first undergraduate degree from SNU or any other Higher Education Institution provided they meet admissions standards and are admitted to the University.

The following conditions apply:

1. Must be a child of the employee (son, daughter, legally adopted child, or stepchild), and must also qualify as an Internal Revenue Service "dependent" of the employee.
2. Must be under 24 years of age to qualify as of the first official class day of the term.
3. Dependents on tuition remission in a Traditional course must follow the University Housing Policy.
4. When a dependent receives tuition remission, university financial aid, endowed or funded, will not exceed the cost of tuition. Tuition remission is considered a category A financial award (no academic award will be stacked on top of any tuition remission award). When a dependent awarded tuition remission lives on campus and qualifies for a category B, C, or D financial aid award, the university will only stack on top of tuition remission institutional aid not exceeding the total cost of tuition plus \$1,500 annually.
5. All scholarship or grant money received from non-SNU sources (Pell Grant, OTEG, ROTC, Vet's benefits, etc.) can be applied against all University charges. Students who receive tuition remission awards are not eligible to receive a

refund check; positive balances will be reconciled annually at the end of each academic year by a reduction on the Tuition remission award. Other University charges can include course fees, University room and board, as well as books and course materials purchased at the University bookstore. Student loan dollars will not be considered in these calculations.

6. Tuition remission applies to classes taught at SNU sites only. It does not include any fees, board and room costs. International Study Abroad programs (including SNU-run programs) and other programs where SNU must provide funds to a third party are not covered.
7. The final award amount for dependents shall not be estimated until the *Tuition Remission form* is submitted to Human Resources and eligibility is confirmed by the Financial Aid office.
8. To be continued on tuition remission a student must be making satisfactory progress toward the completion of his/her course of study as specified in the policy “Satisfactory Progress Standards” as stated in the Academic Policies.
9. Dependents and spouses must meet all applicable academic and admissions standards to be eligible for tuition remission.

**a. Traditional and General Education Undergraduate Courses, Professional Studies Undergraduate Courses**

Spouses and eligible children may enroll in courses leading to a first undergraduate degree from SNU or any other Higher Education Institution provided they meet admissions standards and are admitted to the University. The spouse and dependent children of a full-time employee may receive a tuition benefit that waives the cost of undergraduate tuition according to the following schedule:

<b>Completed Service (prior to semester’s first day of classes)</b>	<b>Tuition Remission Benefit</b>
Less than one year	25% of tuition
Two years	50% of tuition
Three years	75% of tuition
Four or more years	100% of tuition

Tuition remission includes the High School tuition special for pre-college children. Spouses and dependents may also obtain one certification under tuition remission.

**b.** Hybrid 5 year Accelerated Masters programs will be eligible for tuition remission. The programs are considered undergraduate courses through the Fall semester of the 4<sup>th</sup> year. The Spring semester of the 4<sup>th</sup> year are Graduate courses for the purpose of tuition remission.

**c. Professional Graduate Studies and Graduate Courses**

Tuition Remission is not available for dependents for graduate courses. Spouses may receive the tuition benefit of 50% of tuition for the first graduate degree from SNU or any other Higher Education Institution.

Southern Nazarene University reserves the right to revise or modify the tuition remission policy at any time.

An employee who was previously eligible for tuition remission on the basis of his/her spouse and/or parent's SNU employment will forfeit that eligibility when he/she becomes employed by SNU.

If an employee experiences a change in status (part-time or full-time), completed years of service will be calculated on a pro rata basis for part-time employees. For example, two years of part-time service will equal one year of full-time service. Only benefit eligible years of service will be considered when calculating the dependent remission benefit.

In the event that the employee terminates employment at SNU, dependent tuition remission will be allowed for the remainder of the semester for traditional classes in which the termination occurs, provided employment continues through mid-term (end of eighth week). When the employee ends employment, PGS tuition remission for the dependent will not be granted for classes beginning after the employment end date.

#### **IV. Tuition Waiver Exchange Program**

The Council for Christian Colleges and Universities (CCCU) has a tuition agreement with cooperating Christ-honoring colleges to waive tuition for dependent children of full-time employees. This agreement is also in effect for all colleges of the Nazarene Church. There may be local restrictions at the various cooperating institutions, and available enrollment spots are limited. For a complete listing of participating colleges and universities, please go to [www.cccu.org](http://www.cccu.org). The Vice President of Enrollment & Marketing has more information on the tuition waiver exchange program.