

**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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**Next Review Date: October 28, 2029**

**POLICY:**

**I. Definitions:**

- A.** “Tuition remission” is a financial benefit offered by Southern Nazarene University (SNU or the University) that covers the cost of tuition for eligible individuals. Tuition remission does not cover the cost of additional expenses, such as books, lab fees, activity fees, technology fees, room and board charges, or other miscellaneous program costs.
- B.** “Eligible individuals” are full-time employees in good standing and their spouses and dependent children.
- C.** “In good standing” includes but is not limited to meeting or exceeding performance expectations, adhering to University policies, maintaining positive relationships with supervisors, colleagues and all University constituents, maintaining regular attendance and having no material disciplinary actions.
- D.** “Full-time employees” are SNU faculty, staff and administrators who are expected to work 40 hours or more per week and whose positions are classified as 1.00 full-time equivalent (FTE). Part-time employees (working less than 40 hours per week and positions classified as less than 1.00 FTE) will not be eligible for tuition remission. Unless otherwise stated, the use of “employee” throughout the remainder of this policy refers to a “full-time employee.”
- E.** “Spouse” is a person of the opposite biological sex to whom the employee is legally married.
- F.** “Dependent children” are children of the employee (son, daughter, legally adopted child, or stepchild) who are also the employee’s tax dependents as defined by the Internal Revenue Service.

**II. General Guidelines**

- A.** Tuition remission can be used towards a first degree completion and one certification program. “First” degree refers to a degree earned from SNU or any other higher education institution.
  - 1.** Employees are eligible for their first undergraduate, first masters and first doctoral degrees.
  - 2.** Spouses are eligible for their first undergraduate and first masters degrees.
  - 3.** Dependent children are eligible for their first undergraduate degree.
- B.** Employees, spouses and dependent children must meet all applicable academic and admissions standards for the University and their desired major/program to be eligible for tuition remission.
- C.** 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.
- D.** Prior full-time service with SNU or another institution that is a member of the Council for Christian Colleges and Universities (CCCCU) will be considered towards satisfying tuition remission eligibility and provisions according to the following:

1. SNU rehires with a break in service less than one year (364 days or less).
  2. Full-time service for new employees, immediately preceding or with a break in service of less than a year of employment (364 days or less) with another CCCU institution. Documentation of preceding CCCU service must be provided to Human Resources (HR) before requesting tuition remission.
- E.** Eligibility for tuition remission for employees, spouses, and dependent children begins for courses starting after the 90<sup>th</sup> day of the employee's employment date, with the exception of the doctoral program. See section **V. Doctoral Courses** below for eligibility.
- F.** When the employee separates from employment at SNU or moves to a part-time, ineligible position, employee, spouse and dependent children tuition remission will be administered as follows:
1. Undergraduate Traditional - Tuition remission will not be granted for classes beginning after the employment end date or employment status change.
  2. Undergraduate Professional Studies (PS)/Masters Professional and Graduate Studies (PGS) - Tuition remission will not be granted for classes beginning after the employment end date or employment status change.
  3. Doctoral - See section **V. Doctoral Courses**
- G.** To be continued on tuition remission, an employee, spouse, and/or dependent child 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.
- H.** SNU reserves the right to revise or modify the tuition remission policy at any time.
- I.** Employees are required to submit a Tuition Remission Request Form for their own remission and that of their spouse and/or dependent children by the deadlines listed on the form. Employees will not submit a Tuition Remission Request Form until they, their spouse and/or dependent children have been admitted to the University and received full acceptance into their desired program. Click "[Tuition Remission Request Form](#)" to access the electronic form.

### **III. Undergraduate Courses - Traditional and General Education, Professional Studies (PS)**

Tuition remission for traditional classes may not be utilized during the summer semesters.  
Tuition remission is granted according to the following schedule:

#### **All Undergraduate Traditional & Professional Studies Classes**

<b>Completed Full-time Service*</b>	<b>Employee</b>	<b>Dependent Children</b>	<b>Spouse</b>
After 90 days of employment	100%	25%	25%
2 year Employment Anniversary + 1 day	100%	50%	50%
3 year Employment Anniversary + 1 day	100%	75%	75%
4 year Employment Anniversary + 1 day	100%	100%	100%

\* "Completed Service" must be prior to the first day of classes.

\* "Completed Service" does consider past employment and other factors, see details within the policy

**A. Employee Remission**

1. Employees shall be eligible to receive undergraduate tuition remission for traditional courses for two courses or six credits each semester, whichever is greater, limited to a maximum of 12 credits per academic school year.
2. Employees shall be eligible to receive undergraduate tuition for Professional Studies General Education and program courses up to a maximum of 24 hours per academic school year.
3. Courses are to be taken outside of the work schedule.
4. Admission into a course is on a space-available basis.
5. 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 and will be subject to the terms of this policy as it relates to employees.
6. Employees are not eligible for the CCCU's Tuition Waiver Exchange Program (TWEP).

**B. Spouse Remission**

1. Spouses shall be eligible to receive undergraduate tuition and certification remission.
2. Admission into a course is on a space-available basis.
3. Spouses are not eligible for the CCCU's Tuition Waiver Exchange Program (TWEP).

**C. Dependent Children Remission**

1. Dependent children shall be eligible to receive undergraduate tuition and certification remission.
2. Admission into a course is on a space-available basis.
3. Tuition remission includes the concurrent enrollment for high school pre-college children.
4. Dependent children must be under 24 years of age as of the first official day of class. When the dependent child reaches 24 years of age, tuition remission will be allowed as follows:
  - a) Traditional - for the remainder of the semester in which the dependent child reaches age 24.
  - b) Professional Studies - tuition remission will not be granted for classes beginning after the dependent child reaches age 24.
5. Dependent children on tuition remission in a traditional course must live on-campus if they live outside of the "radius" articulated in the SNU Housing Policy.
6. Concerning other aid in addition to Tuition Remission:
  - a) University financial aid, endowed or funded, will not exceed the cost of tuition. Tuition remission is considered in the same scholarship category as an academic merit award. If a student qualifies for both, they will be given the greater of the two awards. (no academic award will be stacked on top of any tuition remission award)
  - b) When a dependent child is awarded tuition remission and lives on campus, they are allowed to receive up to \$1500 of additional institutional aid (above tuition), assuming they qualify for

another scholarship. (Examples of such institutional assistance would be scholarships for co-curricular involvement, Nazarene scholarships, Pastor dependent awards, SNU Grant, etc.)

- c) All scholarships or grant money received from non-SNU sources (Pell Grant, OTEG, OTAG, ROTC, Vet's benefits, etc.) will be applied to the student's account. After all University charges are covered, the student may receive a refund up to the amount of their PELL grant, if applicable. Other University charges include course fees, University room and board, as well as books and course materials purchased at the University bookstore. Student loan dollars are considered separately and will not be considered in these calculations.
7. Tuition remission applies to SNU on-line classes and classes taught at SNU sites only that fulfill degree programs at SNU. International Study Abroad programs and other programs where SNU must provide funds to a third party are not covered.
8. The final award amount for dependent children shall not be estimated until the Tuition Remission Request Form is submitted to HR and eligibility is confirmed by the Financial Aid office.
9. Tuition Waiver Exchange Program (TWEP) - The CCCU has a tuition agreement with cooperating Christ-honoring colleges to waive tuition for dependent children of full-time employees according to SNU tuition remission policy for dependents. 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. SNU allows for a maximum of four students to qualify for TWEP for any specific semester with no more than two new students per semester. For a complete listing of participating colleges and universities, please go to [www.cccu.org](http://www.cccu.org). The Vice President of Enrollment has more information on the TWEP program.
10. 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 above for dependent remission and turn in a Tuition Remission Request Form by the deadline for their program.

#### IV. Masters Courses

Tuition remission is granted according to the following schedule:

##### Masters Classes

Completed Full-time Service *	Employee	Dependent Children	Spouse
After 90 days of employment	100%	Not Eligible	25%
2 year Employment Anniversary + 1 day	100%	Not Eligible	50%
3 year Employment Anniversary + 1 day	100%	Not Eligible	50%
4 year Employment Anniversary + 1 day	100%	Not Eligible	50%

\* "Completed Service" must be prior to semester's first day of classes.

\* "Completed Service" does consider past employment and other factors, see details within the policy

- A. Employees shall be eligible to receive tuition remission for a master's program up to a maximum of 24 hours per academic school year for Professional and Graduate Studies courses.
- B. The following program is not eligible for tuition remission:
  - 1. The Master of Science of Physician Assistant Studies (MSPA)
- C. Employees will receive priority over spouses' participation in masters programs.
- D. Under no circumstance may an employee's acceptance into a masters program count towards a cohort's minimum. Each cohort will be capped to no more than two tuition remission students (after acceptance into the program) on a first come first serve basis. Greater than two tuition remission students per cohort must be approved by SNU's President. The University reserves the right to select the employees receiving tuition remission based on the strategic employment needs of the university.
- E. Depending on individual circumstances, tuition remission for masters 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.

**V. 4 + 1 Format (Undergraduate/Masters 4+1 Accelerated Programs)**

Undergraduate/Masters Programs must be evaluated to determine which portion of the accelerated program consists of undergraduate courses and which portion consists of masters courses. As a general rule, a 4 + 1 Format student is considered in an undergraduate program until the beginning of the 8th semester when the student will be considered a Masters student. The Undergraduate Academic Catalog and the Graduate Academic Catalog provide all the necessary details.

**VI. Doctoral Courses**

Tuition remission is granted according to the following schedule:

**All Doctoral Classes**

<b>Completed Full-time Service*</b>	<b>Employee</b>	<b>Dependent Children</b>	<b>Spouse</b>
One year Employment Anniversary +1 day	80%	Not Eligible	Not Eligible

\* "Completed Service" must be prior to semester's first day of classes.

\* "Completed Service" does consider past employment and other factors, see details within the policy

- A. 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, shall be eligible to apply for a partial tuition loan/grant, covering 80% of tuition costs.
- B. The University Leadership (University President, the area Senior Leadership Team 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. The Senior Leadership Team officer of the employee must determine that completion of the doctoral program will bring long-term benefit to SNU. 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.
- C. Doctoral level tuition remission benefits will be issued according to the following stated

terms:

1. Any employee seeking tuition remission for the SNU Doctoral program must execute a promissory note detailing the terms of this agreement.
  2. Employees will earn a 25% satisfaction of the balance of the Promissory Note for each full year of employment after the date of graduation or completion of the last course has been completed.
  3. If the employee withdraws or is administratively dismissed from the program, they will be responsible for 100% of the Promissory Note previously awarded.
    - a) Employees who cease attending classes and/or take a leave of absence within the program for longer than 12 months are considered withdrawn from the program
  4. If the employee separates from employment at SNU or moves to a part-time, ineligible position before full remission is earned, a calculation will be performed to determine the amount of repayment by the employee. Repayment agreements will be arranged with Financial Services.
- D.** Under no circumstance may an employee's acceptance into a doctoral program count towards a cohort's minimum. Each cohort will be capped to no more than two tuition remission students.
- E.** Continuous enrollment credits in the doctoral programs that may be required for research completion but are not required for degree conferral will not be covered by tuition remission.