

4.5.12. Tuition Benefits Policy

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Tuition benefits equaling 100 percent of the regular tuition charge for attendance in certain programs at the University will be granted to eligible full-time faculty and staff and their immediate family members. Please refer to the document, "Tuition Benefit Programs" for the list of included and excluded programs. Reciprocity operates among the Stetson campuses. The amount of tuition benefit eligibility will be reduced commensurate with any award for tuition costs the student is eligible to receive. Examples include, but are not limited to, the FRAG (Florida Resident Access Grant), Bright Futures, the Pell Grant, outside scholarships, etc.

For purposes of tuition benefits eligibility, immediate family includes the employee's spouse, children, and stepchildren who have not reached their 24th birthday, and on a space-available basis, children who have reached their 24th birthday and who, as defined by the IRS, are dependent on the employee. The spouse of an employee's married children is not included as a dependent for eligibility purposes.

Tuition waiver benefits are available to all full-time faculty and administrative officers (and their eligible dependents) immediately upon employment. Tuition waiver benefits for all other regular full-time employees begin after completion of the 90-day probation period.

A. Excluded Programs and Costs

These tuition benefits are only for attendance at Stetson University. Benefits do not include room, board, general fee, or other fees and charges. Certain programs are excluded from the Tuition Benefit Program. Please refer to the document, "Tuition Benefit Programs" for the list of included and excluded programs.

All undergraduate Tuition Waiver recipients are required to file the FAFSA (Free Application for Federal Student Aid) at the website: www.fafsa.gov for each academic year of attendance. Before submitting the FAFSA both the student and the parent will apply for an FSA ID. Post-bachelor's degree tuition may be considered a taxable fringe benefit. The employee is responsible for the taxes.

Families choosing to take advantage of the Stetson tuition waiver program forfeit eligibility for any other institutionally funded awards for which the student might otherwise be eligible to receive. This may include, but is not limited to, any merit, talent and athletic funding. Conversely, families may choose not to participate in the waiver program and are then eligible for all other appropriate funding. Questions about the application of tuition waiver funds should be directed to the Office of Student Financial Planning.

Any additional tuition benefits for which the student is eligible (for instance, benefits provided through another employer) must be disclosed and will be applied before the Stetson University Tuition Waiver.

B. Academic Admissions Process

Eligible employees or dependents must first apply for admission through the Office of Admissions. Once accepted, a standard University Tuition Waiver Request Form must be completed and returned to the Office of Human Resources at least 30 days prior to the start of the semester or program. Continuation of this benefit will require a separate Tuition Waiver Request Form for each semester. If the benefit is to

be used over the summer months, the application must be submitted before the close of spring semester.

Employees interested in applying for this benefit should contact the Office of Human Resources for a Tuition Waiver Request Form or download the form from the HR website.

C. Release Time

"Release Time" is the allowance, by the appropriate supervisor, of the employee to attend courses during normal operating hours while hourly or salaried compensation continues. Supervisors may release employees a maximum of three hours per week to complete courses that are directly related to the performance of the job of the employee. This release is contingent upon the written approval of the supervisor via the Tuition Waiver Request Form. The release time provision is designed to support job-related personal development. The University encourages participation in the professional development of its staff through the educational opportunities of the Tuition Benefits Plan, but this education must be accomplished within the primary goal of the efficient performance of the individual employee's task within his or her department.

Supervisors may rearrange the schedules of employees, without "release time," to accommodate a class schedule if this rearrangement does not interfere with the satisfactory performance of the job. Such changes must be recommended, in writing, by the supervisor and by the dean of the college/school, or head of the administrative organization.

Note: Department directors and managers should clarify with a potential employment candidate, before an offer of employment is made, whether or not the position will afford the opportunity for taking classes during regular business hours.

D. Term of Tuition Waiver Benefits

Employees and qualified family members of an eligible employee will continue eligibility as long as the eligible employee remains in the service of the University. Tuition benefits will not be terminated if the employee retires, dies, or becomes totally disabled. In the event of termination of employment (voluntary or involuntary), the tuition benefits will continue without penalty until the end of the then current semester. The benefit is available to an eligible child, as defined above, for a period, not necessarily consecutive, not to exceed seven years attendance. The benefit is available to the spouse of an eligible employee indefinitely.