

## Tuition Waiver Policy

Hope College provides as a benefit to full time personnel and their families a tuition waiver plan that will assist children, spouses, and employees. Payment is made directly to the eligible student's College account in the form of a credit upon completion of the required form and production of a billing statement. The waiver does not cover any lab fees or activity fees.

### Article I - Eligibility

All employees who have completed one year of continuous full-time employment will be eligible. A full-time employee for the purposes of determining this benefit is one who regularly works 1365 hours per benefit year (35 hours per week average for an academic year only assignment or 26 hours per week average for a 12 month assignment).

Effective July 1, 2001 for those employees who change positions from a full time position to a previously budgeted part time position, the benefit will remain in place as follows:

- If an employee was full time for 10 years prior to the reduction in hours, the employee will keep the fully accrued benefit intact for their own benefit and that of their family.
- If the employee has 5-10 full time years of service prior to the reduction in hours, the employee will retain the waiver for their own benefit. All benefits for family members will be forfeited.
- If the employee has less than 5 years of full time service at the time of the reduction in hours, all accrued benefits will be forfeited.

### Article II - Participants

- A. Employees
- B. Spouses
- C. Natural and adopted children to age 30 (taxable if not dependent)
- D. Dependent stepchildren to age 25\*

\*Dependent status shall be granted to those unmarried stepchildren that have been members of the Hope College employee's family for a minimum of three years prior to their first application for a TW. As a member of the employee's family, the stepchild's regular, permanent residence must be the same as the Hope College employee.

### Article III - Benefit Description

- A. Employees will receive a 100% tuition waiver for courses taken under the following conditions:
  1. Courses must be taken at times other than normal work hours if possible. It is important that course work not compete with job responsibilities.
  2. One course (not to exceed 4 hours) will be granted for any semester with a maximum of 3 courses (not to exceed 12 credits) during the calendar year. May, June, and Summer Sessions shall be considered as one semester unit for purpose of the one course limitation.
  3. All requests for waivers must be directed to the Human Resources Office prior to the beginning of the course. A waiver will not be processed without prior written approval of the employee's supervisor. The supervisor must give permission by signing the waiver form.

- B. Spouses will receive a 10% tuition waiver for each year of eligible employee service up to a maximum of 100% (after 10 years of service). The waiver will be applied to the student account under the following conditions:
1. The waiver will be calculated on the basis of net tuition charges after all other scholarships/grants have been determined.
  2. Financial aid will exclude loans but will include all forms of gift assistance. Only students enrolled prior to 2008-09 academic year will have the exception of Hope sponsored merit scholarships used to live on campus.
  3. Effective with the 2008-09 award year, for all incoming, first-time, degree-seeking Hope / GLCA TW beneficiary, the following applies:
    - All internal and external gift assistance, including Hope merit scholarships and all other scholarships, grants, and benefits (with the exception of the Federal Pell Grant and the Supplemental Educational Opportunity Grant) are considered applicable *only* to a student's tuition charges; such gift assistance is *not* applicable to a student's room/board/activity fee charges or expenses. The TW benefit is calculated by applying the appropriate benefit percentage against the student's net tuition charges. Net tuition charges are those charges remaining after all other gift aid awards (excluding Federal Pell/Supplemental Grants) are applied against the student's total tuition charges.
    - If, in any given award year, a student receives gift aid (i.e., scholarships and grants) from internal Hope sources and/or external sources that in combination exceed tuition, a beneficiary can choose to receive the greater amount of gift aid and thereby forfeit TW eligibility during the enrollment period s/he receives said gift aid.
  4. Effective with the 2007-08 academic year, TW beneficiaries are limited to ten (10) semesters of eligibility under this program (regardless of part-time/full-time enrollment). Any beneficiary who at the effective date of this policy has already received 10 semesters of assistance under the Hope/GLCA Tuition Waiver program, is ineligible to receive any further assistance in 2007-08 and beyond. A summer term is not counted as a semester; however, once the 10-semester limit is reached, the student is ineligible to receive the TW for subsequent summer term enrollment. Any semester during which a student enrolls at Hope while dually enrolled in high school is not counted as a semester in monitoring this 10-semester limitation. The 30<sup>th</sup> birthday age limitation will still apply.
    - a. This provision does not impact spouses of faculty or staff.
    - b. This policy change does not alter the age limitation of 25 for step-children. However, step-children do fall under this 10 semester limitation.
- C. Eligible children of hourly and administrative personnel will be granted a 10% waiver of tuition for each year of eligible service up to a maximum of 100%. The waiver will be applied after eligible financial aid has been deducted (see Article III Section B). In order to receive the tuition waiver benefit the employee must make application for all forms of financial aid for which his/her child may be eligible to receive. Tuition waivers for non-dependent children are considered taxable income to the employee.

#### Article IV - Death and Disability Benefits

Spouses and dependent children of employees on long-term permanent disability will be eligible for benefits as outlined in Article III, Section B & C. Eligibility will be based on years of service prior to disability. If an employee dies while in the service of the College or on disability leave, the following provisions will apply:

1. Natural or adopted children will receive a 10% tuition waiver for each year of service completed by the employee. This waiver will apply until the child has reached 30 years of age. Only those dependent non-adopted, step-children eligible at the time of the employee's death will continue to be eligible to the age of 25.
2. Spouses will be entitled to the same tuition waiver benefits that were in effect when the employee was living. Spouse benefits will be discontinued if the spouse remarries.

#### Article V - Retirement Benefits

When an employee retires from active service, tuition waiver benefits will be extended to them and their spouse. Benefits will be available to natural and adopted children until they reach the age of 30 and to dependent stepchildren until they reach the age of 25. Benefits awarded to non-dependent natural and adopted children will be treated as taxable income to the retired employee. The benefit will be awarded on the basis of Article III, Sections B & C. To be considered a retiree for the purpose of this benefit, an employee must have attained the normal retirement age of sixty-five or retired under an early retirement plan approved by the College. Benefits will be available as outlined in Articles II and III with the exception of dependent children.

#### Article VI - Miscellaneous

If an employee or the employer terminates employment prior to the start of any semester or mini-session, the tuition waiver will not apply for that semester or any thereafter.

If an employee or the employer terminates employment during a semester or mini-session, the tuition waiver will remain in effect for that semester only. No further tuition waivers will be granted.

#### Article VII - Application Procedure

1. The required tuition waiver form must be completed prior to each semester the benefit is desired. Forms are available at the Human Resources Office.
2. The Financial Aid Office must be contacted to determine if financial aid sources may be available. If so, the required financial aid statement must be filed within the deadlines. Contact the Office of Financial Aid for forms and information.
3. The tuition waiver form must be completed and returned to the Human Resources Office for processing. The Financial Aid Office also completes part of the form and the entire process may take several weeks. The employee will be responsible for paying all amounts not covered by the waiver on a timely basis.

#### Definitions:

##### Eligible Programs

Tuition covered by the waiver includes only the following:

- a. Hope College on-campus courses
- b. Student teaching, and
- c. Off-campus courses listed below which are sponsored by Hope College.

- 1) May-June-Summer Sessions (excluding Compass Arts Program)
- 2) Philadelphia Semester
- 3) Queretaro Program
- 4) Vienna Summer School
- 5) Washington Semester

#### Dependent Status

To be considered a dependent child, the dependency test as outlined by the Internal Revenue Service will be used. The student must be a dependent on the federal tax return for the calendar year the tuition waiver is used. ***Benefits awarded to non-dependents will be treated as taxable income to the employee and added to the W-2 form.***