

**VALPARAISO UNIVERSITY
TUITION REMISSION/EXCHANGE PROGRAM**

1. TUITION REMISSION/EXCHANGE BENEFIT

The University provides tuition remission/exchange as an educational benefit for employees and their dependents as recognition of its commitment to higher education. Benefits are provided at the discretion of the University's Board of Directors and are subject to amendment or termination at the Board's discretion.

2. INITIAL EMPLOYEE ELIGIBILITY CRITERIA

For the purposes of the tuition remission/exchange program, initial eligibility is determined as any employee with a status of:

- full-time, or
- limited full-time, or
- regular part-time salaried or hourly employee who are likely to be scheduled to work a minimum of 1000 hours annually as verified by department management, or
- retiree, as defined under section 7. a).

Initial evaluation period must be completed to be eligible for this benefit. (Limited part time and temporary/seasonal employees are not eligible for tuition remission or exchange.)

Employees must meet the admission requirements of Valparaiso University.

3. REMISSION ELIGIBILITY

- a) Employees who meet the initial employee eligibility criteria described above qualify for remission according to the following:
 - i) One course per semester (regardless of length) or one course per each 6 week summer session for academic credit for eligible employees who have been employed for at least three months, but less than two years.
 - ii) Two courses per semester (regardless of length) or two courses per each 6 week summer session for academic credit for eligible employees who have been employed for at least two years, but less than three years.
 - iii) Full tuition remission as outlined in the policy for eligible full-time or limited full-time employees who have been employed for three years or more or hourly employees employed for three consecutive years in which they satisfy the 1000 hour requirement in each of the three preceding years.
- b) Scheduling of courses taken by the employee must be compatible with the employee's work schedule and University needs, and approved by the employee's supervisor or department head. If courses are taken during the employee's regularly scheduled working hours, those hours must be made up during the workweek.

Years of Eligible Service	Undergraduate, Graduate and Law Maximum Number of Courses	
	Per Semester	Each 6 week summer session
Less than 3 months	0	0
3 months - 2 yrs	1	1
>2 yrs but less than 3 yrs	2	2
3 yrs or more	3 or more	3 or more

- c) An employee who received tuition remission as a dependent of their parent (an employee) prior to becoming an employee with the University will be eligible for tuition remission as long as the employee meets the initial employee eligible criteria as described above.

4. INITIAL DEPENDENT ELIGIBILITY CRITERIA

- a) Employee's dependents will not be eligible for tuition remission until the employee has met the initial employee eligibility criteria, as outlined in item 2), for three consecutive years. In recognition of the purpose of this program, the University will award prior service credit that can be used to satisfy the eligibility requirements. You may be requested to provide substantiating documentation.
- i) Employment as a full-time employee for three consecutive years at other institutions of higher education immediately prior to employment at Valparaiso University; or
 - ii) Equivalent professional experience. The applicability of equivalent professional experience will be determined by the President of the University on a case-by-case basis.
- b) Eligible dependents will be defined as:
- i) Spouse: A person legally married to an eligible employee.
 - ii) Children: An unmarried child age 24 or under who is a son or daughter by birth, marriage, or adoption or have the eligible employee as their legal guardian and is considered as a dependent of the eligible employee for federal tax purposes. A dependent child of divorced parents is treated as the dependent of both parents regardless of which parent is claiming child on their tax return.

- iii) Official and legal documentation as noted below will be required and must be attached to the application for tuition remission in order to substantiate relationship and dependent status:

- (1) Child - birth certificate and most recent federal income tax return.
- (2) Spouse - marriage certificate
- (3) Adopted child and child for whom employee is or has been legal guardian – legal documentation appointing guardianship and most recent federal income tax return.
- (4) Stepchild – marriage certificate of employee **and** birth certificate of child; also, most recent federal income tax return.

Note: For divorced parents, form 8332, "Release of Claim to Exemption for Child of Divorced or Separated Parents", or copy of tax return on which child is claimed is required. For privacy purposes, copy of return may be mailed directly to the Valparaiso University, Office of Human Resource Services, 1700 Chapel Drive, Valparaiso, IN 46383. **Please be sure to note the employee's name on this documentation.**

- d) Spouses and dependents must meet the admission requirements of Valparaiso University.
- e) High school students wishing to take one or two courses, and who are admitted to the University as a special student, including those enrolled in courses established for high school students, will be eligible for tuition remission on a space available basis. Space availability is determined by the Dean of Graduate Studies and Continuing Education.

5. APPLICATION PROCEDURE

To apply for tuition remission, **all** of the following steps must be taken:

- a) Tuition remission Application Form
 - i) Applications are available at the Office of Human Resource Services.
 - ii) Each person must complete tuition remission application form(s) as noted below:
 - (1) Full-time Undergraduate and Full-time Law School Students -
 - (a) Applicant must complete one (1) tuition remission application at the time of initial enrollment.
 - (b) Tuition remission will be renewed annually as long as applicant is continuously enrolled full-time. However, summer session enrollment requires the completion of a separate Summer Financial Aid Application. (Please see summer session requirements below.)
 - (c) If applicant reduces course load below full-time, or if applicant drops out of school, or if tuition remission is terminated due to failure to meet eligibility criteria (as per section 6. of this policy), a new tuition remission application must be submitted when preparing to re-enroll.
 - (2) Graduate, Part-time Undergraduate and Part-time Law Students –
 - (d) Applicant must complete one (1) tuition remission application per academic

year (if enrollment plans for the fall/spring academic year are known) or per semester or summer session (if enrollment plans for subsequent semesters are unknown). Please see additional summer session requirements below.

- (e) A part-time undergraduate student is defined as a student who is enrolled for less than twelve (12) credit hours.

b) Summer Session Requirement

All students wishing to use tuition remission for summer courses must complete a separate Summer Financial Aid Application available in the Office of Financial Aid and submit it to the Office of Financial Aid no later than the first day of class.

Graduate, part-time undergraduate, part-time law students, and tuition exchange students applying for tuition remission for summer sessions must complete both the Tuition Remission Application Form and the Summer Financial Aid Application.

c) Filing Dates

- i) Tuition Remission Application Forms must be completed and submitted to the Office of Human Resource Services no later than the first day of classes for the semester/term or academic year for which you are applying. (To ensure prompt approval and awarding of tuition remission, it will be helpful if you submit the application a month in advance of the term.) Be sure to attach supporting documentation to substantiate relationship to applicant.
- ii) Tuition remission will be prorated for any application turned in after the first day of classes for the semester/term or academic year for which you are applying. In addition, applicable student account late fees will NOT be waived.

d) "Free Application for Federal Student Aid" (FAFSA) Form (optional)

- i) Undergraduate students working on their 1st Bachelor's Degree are encouraged to file the Free Application for Federal Student Aid (FAFSA). If you would qualify for a Federal Pell grant, you could receive those funds in addition to tuition remission. If you would qualify for Indiana State grants, those awards could be applied toward the general fee charge.
- ii) FAFSA forms are available on the internet at www.fafsa.ed.gov.

6. ONGOING ELIGIBILITY CRITERIA

a) Academic

Students must meet the Standards of Satisfactory Progress. Policy specifics are found at: <http://www.valpo.edu/financialaid/scholarships/sap.php>. Those not meeting this criterion will lose their tuition remission until they meet the requirements.

b) Employment

If an employee resigns or is terminated during the course of a semester, the employee and/or eligible dependents will receive tuition remission on a pro rata basis, based on the last date of employment, only for the courses in which they are currently enrolled. For example: if the employee leaves after ten weeks of a fifteen-week semester, two-thirds tuition remission would be granted. Upon completion of those courses, they will lose eligibility for tuition remission.

c) Marital

If an employee is divorced during the course of a semester, the employee's former spouse will receive tuition remission on a pro rata basis, based on the date of divorce, only for the courses in which he/she is currently enrolled. Upon completion of those courses, the former spouse will lose eligibility for tuition remission. It is the responsibility of the employee to notify the Office of Human Resource Services of a status change.

d) Dependent Child

Dependent children who reach the age of 25 during the course of a semester will continue to receive tuition remission only for the courses in which they are currently enrolled for that semester. Dependent children who marry after the application for Tuition Remission is completed will lose eligibility for Tuition Remission at the beginning of the semester following their marriage. (Note that the beginning of semester is defined as the first day of classes for semester.) It is the responsibility of the employee to notify the Office of Human Resource Services of a status change.

7. RETIREMENT

a) Upon the retirement of an employee, the employee, the spouse and dependent children will continue to receive tuition remission. An eligible retiree is a person who is eligible to receive retirement income pursuant to the employer's retirement plan or social security and whose service record reflects one of the following:

- i) 15 years of qualifying service as defined by item 2 of this policy, or
- ii) 60 years of age or older and has completed at least 10 years of full-time service, or
- iii) age plus full-time service completed is greater than or equal to 85.

e) Tuition remission will only be granted to those who are eligible dependents at the time of retirement as defined in item 4b).

8. DEATH

Upon the death of an employee, his/her spouse and dependent children as defined under eligibility criteria will continue to be eligible for tuition remission and tuition exchange if the employee had met the eligibility criteria at the time of death. Eligible dependents must enroll within five years of date of death.

9. LIMITS AND EXCLUSIONS

a) Tuition remission applies only to the University's tuition charge. Any other charges are specifically excluded. Examples of excluded items are: general fee, overload and on-line fees, performance music, engineering fee, room, meal plan, books, etc. However, **the general fee will be waived for all university employees who are taking courses for which they have tuition remission.**

b) Tuition remission applies only to courses taken for academic credit, including summer, overseas, and urban center courses. Courses taken on an audit basis are excluded due to federal tax regulations.

c) The limits of a recipient's tuition remission are determined as follows:

- i) A single recipient's full tuition remission is limited to 8 semesters or 140 hours, whichever is longer. This limitation includes courses taken as "special high school" students. Exception: Students enrolled in the 150 hour Accounting major program

are limited to 150 hours.

- ii) If a student who has attended another institution under tuition exchange wishes to enroll at Valparaiso University utilizing the tuition remission benefit, they will be eligible for a total of 8 semesters for tuition remission/tuition exchange including those semesters attended at the other institution.

In addition to the tuition exchange benefit, a tuition exchange student may enroll in summer sessions at Valparaiso University utilizing tuition remission.

- iii) Graduate Division and School of Law courses are covered by this policy; however,
 - (1) If a student has already received 8 semesters or 140 hours of tuition remission or Tuition exchange at a different institution but is still eligible as per page 2 of this policy the student will be entitled to one-half tuition remission.
 - (2) A spouse is further limited to 140 hours of full tuition remission and 30 hours of one-half tuition remission.
 - (3) The tuition remission benefit for courses in the MBA program is further limited to a space available basis. Space availability is determined by the Director of the MBA program.
 - (4) It is important to note that certain graduate programs are subject to a reduction in tuition remission because of contractual arrangements with outside entities providing a share of the instruction. Please check with the Office of Graduate and Continuing Education to determine the level of TR offered for any course(s) in which you are enrolling. (6/11)
 - (5) Graduate level tuition remission for dependents is taxable to the employee. The benefit is added to the employee's compensation for tax purposes twice a year and social security tax will be deducted from the employee's pay. The employee will be responsible for federal and state income taxes when they file their income tax returns. The University strongly suggests that employees consult with their tax advisor.

10. DETERMINATION OF TUITION REMISSION AMOUNT

- a) The following process will be used to determine the amount of tuition remission for which a student is eligible.
 - i) Students receiving no other scholarship or grant aid will receive the amount of their tuition assessment.
 - ii) All Valpo aid will be totaled and first applied towards the student's tuition assessment. This aid can include, but is not limited to:
 - (1) VU Scholarships, Merit Awards and/or Grants
 - (2) Athletic Scholarships
 - (3) Endowed Scholarships
 - (4) VU National Merit Scholarship

The only exception to this will be if an award has been specifically designated by the awarding body to be used for an assessment other than tuition.

- iii) After the total of a student's other financial aid is applied to the tuition assessment, any outstanding balance in the tuition assessment will be paid for via tuition remission.

- iv) If a student is receiving Indiana state grant funds, the total of the state funds cannot exceed the general fee amount.
- v) Outside scholarships are not part of the tuition remission calculation, and they may be used to fund other educational costs. However, the total of all outside aid plus tuition remission and other financial aid, including federal grants, may not exceed the total Cost of Attendance.

11. TUITION EXCHANGE PROGRAM

Valparaiso University is a member of Tuition Exchange (TE), an association of colleges and universities that subscribe to a program of reciprocal remission of tuition charges for eligible children and other family members of faculty and staff of the participating schools' employees, as well as the employees themselves. To see a list of participating institutions, please visit:

- <http://tuitionexchange.org>

a) Dependent Eligibility

- i) Dependent eligibility criteria for TE are identical to those for tuition remission.
- ii) Eligible employees seeking TE benefits for their dependents who wish to enroll full time are given priority, but applications may also be accepted for those seeking part-time enrollment. However, the TE program requires that a balance be maintained between imports (TE participants enrolling at Valpo from other institutions) and exports (Valpo family members or employees enrolling elsewhere.) In the event that more exports than imports have applied as of August 1, TE approval may necessarily be withdrawn for exports who have applied to enroll elsewhere on a part-time basis.

b) Employee Eligibility

Employees are not eligible for TE benefits unless there is an imbalance of imports between the institutions of attendance and Valparaiso University. This determination is made by the Office of Financial Aid and cannot be overruled. Because of the import rule, employees should not anticipate receiving TE.

- c) Tuition exchange applications are available at the Office of Human Resource Services, and upon certification of eligibility, are forwarded to the Financial Aid Office for processing with the central Tuition Exchange office.

- d) You may list all schools to which the student is applying on one TE Application Form.

- e) Please note the following process:

- Financial Aid will submit the TE applications electronically to the Tuition Exchange office, but will be unable to do so prior to October 1.
- The TE application is separate from the application for admission. We suggest that the student apply for admission concurrently with completing the TE application. Families should also check with the schools to which the student is applying for deadlines, if any, for both TE and admission applications.
- **November 1:** Suggested deadline for submitting TE application forms for new students to Human Resource Services.
- The institution to which the student is applying for TE will notify the Financial Aid Office of acceptance or denial of the TE application.

- Employee will receive an email from Financial Aid as soon as any communication about the student's TE application is received from the other institution.
 - Recertification forms (for continuing students) should be submitted each year, preferably by February 1.
 - Importing schools will usually review all applications no later than April 1, although decisions may be offered prior to that date.
- f) Applicants must complete a tuition exchange application annually. As long as the student continues to meet award eligibility, it should be renewed each year at the discretion of the awarding institution. However, the award could be approved one year and not approved in a subsequent year if there is an imbalance between TE exports and imports.
- g) Each institution has significant discretion in awarding, under the guidance and monitoring of the TE central office. (At Valparaiso University, Tuition Exchange eligibility policies and procedures are administered in the same manner as Tuition Remission.) The award is defined as either full tuition or a minimum amount established by the Tuition Exchange central office.
- h) A student using TE is subject to the entrance requirements and tuition exchange policies of the institution at which they are enrolling.
- i) Limited opportunities are available. Applicants are strongly encouraged to contact the universities at which they are applying for Tuition Exchange for information regarding:
- Confirmation of their status as participating institutions.
 - Application deadlines.
 - Specific institutional eligibility requirements and procedures.
 - Number of opportunities available under the plan.

12. ADMINISTRATION OF POLICY

The Tuition Remission/Exchange Program is administered by the Office of Financial Aid and the Office of Human Resource Services. Further information can be obtained from those offices.