HR 500 ADMINISTRATIVE

Revision Date: 10/1/2009

HR 500-3 Tuition Remission Policy

PURPOSE

The Tuition Remission Policy has been established to help Morehouse College to strengthen its human resources by providing eligible employees the opportunity to obtain, maintain or improve job and career related capabilities or pursue an approved degree through participation in academic courses of study. This opportunity is extended to the employees and their dependent children (as defined only for the purposes of this policy). The remission or waiver of tuition is designed as a supplemental benefit intended to be applied after the eligible participant has applied for and received state and federal financial aid grants/scholarships for which they qualify. The College offers this benefit program at its discretion and reserves the right to modify or discontinue this benefit at its discretion. Notices regarding this benefit will be disseminated to employees at least thirty (30) days prior to the start of the affected semester.

SOURCE

- College Policy

SCOPE

All employees

POLICY

EMPLOYEE ELIGIBILITY

A. Faculty and Staff members who are employed as regular, full-time, benefit-based employees and who have been so employed for one (1) continuous year on the date that the application is due are eligible to apply for this benefit. Employees hired and classified as temporary, contract and/or part-time are not eligible for this benefit.

B. Tuition Waiver does not apply to enrollment in Continuing Education, the MBA for Working Professionals Program, or in Doctoral Programs.
C. Enrolled employees who become inactive (i.e., extended Leave of Absence, FMLA) may complete the semester in which they are currently enrolled; however, the employees may not make application for another course or semester until they have returned to full-time active employment status.

D. To maintain eligibility, an employee must comply with all of the provisions of this policy and maintain good academic standing as defined by the College.

DEPENDENT ELIGIBILITY

Dependent Child(ren) Eligibility

Dependent children of an eligible employee may attend Clark Atlanta University or Spelman College under a reciprocal agreement if they meet the regular admissions requirements of those institutions.

1. For the purpose of this policy, eligible dependent child(ren) must be an unmarried bona fide dependent by criteria of the Internal Revenue Service, who has resided with the employee and for whom the employee has been the primary support for a minimum of one year (immediately preceding the semester of attendance).

2. For the purpose of this policy, an eligible child must be:
   a) a natural-born child; or
   b) legally adopted; or
   c) a stepchild; or
   d) a foster child, as evidenced by a court recognized Family and Children Services Agency or Probate Court of the United States of America; or
   e) a child under the legal guardianship of the employee, as evidenced by a certified copy or original court order of the United States of America at least one (1) year before the date of enrollment.

3. Only dependent children under the age of twenty-four (24) are eligible to receive this tuition remission. A child who reaches age twenty-four (24) before the first day of class in a semester is not eligible to enroll. A child
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reaching the age of twenty-four (24) during any semester of enrollment is eligible to complete the class with remission, but is ineligible for any further remission as a dependent.

4. For the purpose of this policy, dependent children cannot be:

a) A veteran of any branch of the United States Armed Services; or

b) An emancipated (self-supporting) minor.

5. Dependent child(ren) of employees who retire or die with twenty (20) years of service that meet the above requirements will be eligible for this benefit if they meet the requirements of the College Tuition Remission Policy as it exists on the date of the intended enrollment.

GENERAL

A. The award of tuition remission does not by itself authorize an employee’s absence from work to attend courses scheduled during normal work hours. The employee must obtain a written authorization from the supervisor and department manager. Arrangements must be made in advance to compensate for the absence from work.

B. Department/Unit Heads may not attend courses scheduled during normal business hours unless approved in writing by the Administrative Unit Head (V.P. of the Unit).

C. A separate application for each participant must be completed for each semester of attendance.

D. The remission/waiver of tuition is designed to supplement tuition cost after the employee; spouse and dependent child (ren) have applied for Financial Aid. The Financial Aid Application must be completed prior to applying for tuition remission. The Tuition Remission Application must be completed in accordance with the following application(s) time periods and submitted to the Office of Human Resources prior to the deadline(s).

<table>
<thead>
<tr>
<th>Semester</th>
<th>First Day of Application</th>
<th>Application Deadline</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>June 30&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Spring</td>
<td>October 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>October 30&lt;sup&gt;th&lt;/sup&gt;</td>
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LIMITATIONS:

A. Tuition remission benefits are not transferable for any purposes.

B. Eligible participants must apply for admission and meet all admission standards for the desired course or program.

C. The Tuition Remission Application must be filed in the Office of Human Resources before or by the deadline. Applications will not be accepted after the deadline.

D. This policy allows the acquisition of only one degree for eligible employees, spouse and dependent child (ren).

E. Employees are not eligible to attend Clark Atlanta University or Spelman College under this policy. Dependents are not eligible to attend Summer Session under this policy.

F. Eligible dependent children may only enroll in credit-bearing courses.

G. Eligible employees may be provided with up to one hundred percent (100%) tuition remission for up to three (3) credit hours in a given semester. A maximum of three (3) credit hours may be taken during the 9-to-5 normal working hours with the approval of the supervisor and the department/unit head. The employee must make up the time spent in class between 9 and 5.

H. An eligible dependent child (ren) may not receive remission benefits in any one semester for more than an amount equivalent to the tuition charges for that semester for full load status in the program in which the student is enrolled.

I. A student may not receive tuition remission for more than the minimum credit hours required in the degree program in which the student is enrolled. If the student is not a degree candidate, the student will not be eligible for tuition remission for more than sixty (60) undergraduate credits.
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J. Grade Requirements and Limitations:

1. Program participants must remain in the status of “good academic standing” as defined in the appropriate catalog.

2. Students who are not in good academic standing are not eligible to receive tuition remission until they regain good academic standing.

K. The payment of all contrition costs including application, laboratory, parking fees, all other fees (including books and supplies) are the responsibility of the employee or dependent and are not covered as a benefit under this policy.

L. An employee must remain in service at the College two (2) full years following the awarding of a degree to a dependent child or the employee. Failure to do so will cause a financial obligation to be placed on the student’s account; the amount of the obligation will be the amount of the tuition remission received during the last two semesters of study under the benefit program.

M. By the mere participation in this program, the employee, and dependents agree to abide by the provision of this policy. In the event the information in the application is misrepresented, the employee will be responsible for refunding the full tuition awarded under this policy to the College.

RECIPROCAL PROGRAM POLICY:

A. Employees of Clark Atlanta University, Spelman College who has been employed for at least one continuous year and who are eligible for tuition waiver under their respective programs may apply to enroll their eligible dependent children in the fall and Spring semesters at Morehouse College. Participants must apply to and be approved for tuition waiver by their respective institution before applying to Morehouse College. Once approved by Morehouse College, the enrolled student will receive 100% tuition waiver. All other fees and expenses are the responsibility of the student.

B. Applications approved by the participating institutions must be received at Morehouse College within the time frames published for each semester. Applications received after those dates, even if approved by the participating institution, will be rejected by Morehouse College.
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SEPARATION FROM THE UNIVERSITY:

A. Involuntary Separation

The College may grant an employee in good standing, who is involuntarily separated from the College, the privilege to complete the current academic semester in which he/she is enrolled. At the completion of the academic semester, this privilege will automatically terminate. This does not apply to employees who are separated for cause, as determined by the Associate Vice President of Human Resources after consulting with the separated employee’s supervisor. Employees separated for cause may complete the semester at their own expense or may withdraw in accordance with the withdrawal policy of the College.

B. Voluntary Separation

If an employee who is currently obtaining benefits or has previously obtained benefits for themselves, their dependent children under this policy, voluntarily separates from the College for any reason within two (2) years of the completion of a course or Degree program, the employee must refund the College the full amount of all tuition waiver benefits received within the last two semesters of attendance at the College. The refund is due within three (3) months following the date of the employee’s separation. In the case of voluntary separation due to permanent disability, ill health or parental or spouse death, the College will waive the refund. Currently enrolled dependents of an active employee who dies with fewer than 20 years of service to the College will be allowed to complete the academic year in which the death of the employee occurs, as long as all other eligibility criteria are met.

EFFECTIVE DATE:

This policy supersedes all previous tuition remission waiver policies and shall apply immediately. Morehouse College reserves the right to modify, amend, or discontinue this policy at any given time. Applicants enrolling at Clark Atlanta University or Spelman College are responsible for consulting and complying with the requirements of those institutions’ tuition waiver policies, which may vary in whole or in part from this policy. Morehouse College specifically and expressly disclaims liability for any variances in its policy and the policies of Clark Atlanta University or Spelman College.
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MODIFICATION:

Morehouse College is not liable for any oral or written statements made by employees of the College, whether in their official capacities or not, which are inconsistent with this policy.

INTERNAL REVENUE SERVICE GUIDELINES: Employees receiving this benefit should contact their tax consultant regarding these benefits, which may be covered by Section127 of the IRS Code.

PROCEDURE

APPLICATION PROCEDURE FOR TUITION REMISSION BENEFITS:

To qualify for tuition remission benefits under this policy, an eligible employee, and each dependent must complete an application for tuition remission for each semester. An approved application constitutes eligibility for this benefit for the current semester only.

A. An application for admission to the College must be completed and the employee must meet the standard admission requirements and be accepted.

B. Financial Aid Forms must be completed and filed with the College Scholarship Service.

   1. Complete the Georgia Tuition Equalization (GTEG/HOPE) form (Georgia residents).

   2. Complete the Free Application for Federal Student Aid (FAFSA).

   Tuition remission will supplement the balance of the tuition requirements following the application of financial aid to the student’s account.

C. The employee must complete the Tuition Remission Application, obtain the appropriate approvals, and submit the application (with any required supporting documentation) to the Office of Human Resources prior to the published deadline. If the application is for the employee, the scheduled work
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hours the employee has arranged to make up for the absence from work must be noted. The Office of Human Resources will:

1. verify the eligibility of the employee and/or dependent;

2. submit the approved Tuition Remission Application to the Offices of Student Financial Aid for further processing; and

3. Forward the employee and department/unit head their copy of the application indicating the eligibility of the applicant.

D. The Office of Student Financial Aid will:

1. verify that the FAFSA, GTEG/HOPE application, and any required verification documents are on file;*

2. determine the award amount based on enrollment status and other financial aid;

3. Run process to disburse funds to the student’s account.

E. The student is solely responsible for the registration of classes. In order to register with the Office of the College Registrar, the student must:

1. seek advisement from his/her academic advisor (contact his/her major department for advisor assignment);

2. present proof of advisement (signed Web registration form) to the Office of the College Registrar, who will release the student’s registration PIN so that he/she may register for classes;

3. Register for classes as required by the College.

F. The Office of Student Accounts will:

1. confirm that the tuition waiver has been applied to the student’s award;

2. financially enroll the student once their office is contacted by the student;

3. Ensure the student pays all applicable fees.