

## TUITION REMISSION POLICY

### Statement of Intent

As reflected in the University of La Verne's mission statement and core values, the University promotes intellectual curiosity and the importance of lifelong learning. The University of La Verne supports this core value by providing Tuition Remission benefits for its employees and their eligible dependents. Tuition Remission benefits are considered a privilege, not a right and may be subject to revocation under certain circumstances. The University reserves the right to modify this policy as it deems necessary at any time, with or without advance notice.

### A. Benefits for Regular Employees

Tuition Remission benefits, exclusive of all fees are available to persons employed by the University of La Verne on a 100% regular full-time basis and their eligible dependents, as defined in section C below, beginning with the semester or term that commences on or after the completion of their first year of regular 100% full-time employment. Benefits do not include housing, meal plans, parking, books, fees or other non-tuition expenses. Nor can they be combined with other institutional grants or scholarships.

Tuition Remission allowance is as follows:

Employees, spouses, registered domestic partners, and eligible dependent children (up to their 25<sup>th</sup> birthday) are each entitled to earn a maximum of two degrees, degree applicable credentials, and/or degree applicable certificates under the tuition remission benefit vesting schedule as outlined below. Other courses taken as a non-matriculated student may also be covered by the tuition remission benefit vesting schedule.

Upon the first term or semester following promotion to Senior Adjunct Instructor or Senior Adjunct Professor, qualified Senior Adjunct Faculty are entitled to receive Tuition Remission that may be applied to Traditional Undergraduate, Graduate Programs/Courses, or Credential Programs during terms or semesters when they have active status and for one year following the 3 consecutive year period in which they became eligible. Senior Adjunct Faculty or their dependents seeking admission to impacted programs may be placed on a waiting list. Tuition Remission benefits are not available to Senior Adjunct Instructor or Senior Adjunct Professors or their spouses, registered domestic partners or qualified dependents for courses or programs taught by the University of La Verne College of Law.

Benefits do not include fees, housing, meal plans, parking, books, or other tuition expenses

Tuition Remission students must choose between institutional grants and scholarships or tuition remission. No institutional grant or scholarship will be added to the tuition remission program. Cal Grant will replace some or part of the tuition remission grant. Pell Grant can be added to the tuition remission grant to cover "educational expenses". All Tuition Remission applicants will require proof of FAFSA application.

Senior Adjunct Instructors and Senior Adjunct Professors and their spouses or registered domestic partners are each entitled to earn a maximum of two degrees under Tuition Remission. Eligible dependent children are entitled to use benefits for a maximum of two degrees prior to their 25<sup>th</sup> birthday.

#### Tuition Remission Benefit Schedule for Senior Adjunct Faculty and their dependents

- 50% Tuition Remission

#### C. Dependent Eligibility

Eligible dependents include spouses or registered domestic partners and/or dependent children, including children by birth, adoption, children of a registered domestic partnership, stepchildren or foster children.

An eligible employee who also is the spouse, registered domestic partner or dependent of a full-time regular employee and or Senior Adjunct Faculty is eligible to receive waived and/or reduced tuition benefits as an employee only.

To be considered eligible, the spouse or registered domestic partner must reside with the employee. Dependent children who are living with or are claimed as dependents on the return of the eligible employee are eligible for tuition remission through age 24. Students turning age 25 during a term or semester will maintain eligibility for the remainder of the term or semester. Qualified dependent children seeking admission to impacted programs using tuition remission may be placed on a waiting list. Tuition Remission benefits are not available to Senior Adjunct Instructor or Senior Adjunct Professors or their spouses,

registered domestic partners or qualified dependents for courses or programs taught by the University of La Verne College of Law.

Employees and/or eligible dependents who abuse the privilege of Tuition Remission are subject to revocation of the benefits and employees may be subject to disciplinary action.

If the employee or dependent is in arrears on any University account or loan the employee and his or her otherwise eligible dependents are disqualified from receiving Tuition Remission benefits until the account or loan is made current.

#### D. Tuition Remission for Employees on Leave of Absence

The employee and eligible dependents of the employee on an approved unpaid medical



## J. Coordination with Financial Aid for Undergraduate Programs

It is the intent of the University to provide Tuition Remission for undergraduate programs in conjunction with other non-institutional grants, up to the cost of tuition for the eligible recipient. When the individual utilizes other resources such as Federal, State, or private grants, the University tuition remission will cover the remainder of charges up to the cost of tuition. The Tuition Remission program cannot cover costs beyond tuition or generate cash.

Students eligible for both tuition remission and institutional merit and/or need based awards (packaged through the Office of Financial Aid) will be given the option to choose between: 1 – Tuition Remission Benefits; or 2 – Institutional merit and/or need based awards; not both and neither to exceed the cost of tuition. Under no circumstances will institutional scholarships and/or grants be combined with Tuition Remission.

### 1. Free Application for Federal Student Aid (FAFSA)

An employee, spouse or Registered Domestic Partner or eligible dependent that is pursuing an undergraduate degree using Tuition Remission is required to complete a *Free Application for Federal Student Aid* (FAFSA). The FAFSA is the first step in the financial aid process. The FAFSA is used to determine eligibility for federal and state aid programs such as Pell grant, Cal Grant, Federal Student Education Opportunity Grant (SEOG), federal student loans, and federal work study. For introductory instructions on how to complete the FAFSA online go to: "Completing the FAFSA" at [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) As an additional

this award above and beyond the tuition remission benefit.

### 3. Cal Grant-

An employee or eligible dependent pursuing an undergraduate degree using tuition remission is also required to complete a FAFSA. Information may be obtained at the California Student Aid Commission's Website ([www.csac.ca.gov](http://www.csac.ca.gov)). The Cal Grant is a tuition driven award meaning that per California (CSAC) regulation the award may only be applied towards tuition. When an employee or eligible dependent (who is 100% eligible for tuition remission) receives a Cal Grant the tuition remission benefit will cover the remaining gap between the Cal Grant award and the cost of tuition. Please contact the University's Financial Aid Office for assistance with additional questions you may have related to the completion of the Cal Grant. Applicants must apply by March 2<sup>nd</sup> of each year.

### 4. Books & Supplies Concession-

As an incentive, those employees and/or eligible dependents that receive a Cal Grant will receive bookstore vouchers worth up to the maximum amount for the year published by CSAC to help pay for their books, supplies and fees. For current year maximum amount, contact the Office of Students Accounts. No cash refund to the student will be allowed. Under no circumstances will a voucher be issued for an amount greater than the CSAC books and supplies published component as referred above. The tuition remission amount will be reduced by the amount of the Cal Grant less the incentive pay amount.

### K. Re-Employment

An individual who had been previously employed in a Tuition Remission eligible position for a minimum of one year, and who is subsequently reemployed within six months of the date of separation, will be credited with the prior service.

### L. No Guarantee of Employment or Admission S andlc /Tt [( o)e pUnd- 9.e

employee's spouse or dependents as defined under IRC Section 132(h) is excluded in full from gross income. Under Section 127, payments received by an employee for tuition for coursework is excludable from gross income up to \$250. This includes graduate tuition remission, but only to the maximum of \$250. These exclusions apply as long as the benefit does not discriminate in favor of highly compensated employees. Graduate tuition remission for the spouse or dependents remains taxable as no exclusion is provided under either Section 117(d) or Section 127.

2. Tuition Remission participants are encouraged to obtain counseling from their personal tax consultant.

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spouse or registered domestic partner is eligible, for a period not to exceed 5 years.

#### O. Medical Services Fee

For the healthcare insurance Medical Services Fee that is applicable to traditional undergraduate students, a waiver of the healthcare insurance fee will be granted only for those students who are dependents of a University employee who is participating in a University health and welfare medical insurance coverage plan in which the dependent is enrolled as an active participant. Thus, if the employee is not a participant in a University health and welfare medical insurance coverage plan, the tuition remission dependent will be required to pay the cash cost of the Medical Services Fee. Being a participant in a non-University health and welfare medical coverage plan does not qualify for the waiver of health care insurance fee.

#### P. Study Abroad





## Tuition Exchange

A. Please contact the, Office of Human Resources, which administers the Tuition Exchange program. The Guidelines for Tuition Exchange can be found at <http://sites.laverne.edu/hr/tuitionexchangeprogram/>