TUITION WAIVER - IMMACULATA UNIVERSITY – UNDERGRADUATE ONLY

Who is eligible?

Tuition waivers in the undergraduate level are granted to all full time employees, their dependent children, and spouses. Part-time employees, their dependent children, and spouses are granted tuition waivers in proportion to the employee’s hours worked per year. The tuition benefit is available on the date of hire for day and evening undergraduate per credit courses, unless the employee begins employment after the start of the current semester. In this case, the eligibility will then become available the following semester after hire. The tuition benefit for comprehensive dependent students (ages 18 and not having reached the age of 24) is available 90 days after date of hire. If the 90-day wait period falls after the beginning of the next available semester, the tuition cost for that semester is prorated for that semester.

Definition of Terms for purposes of this policy

- Full-time employees: An employee who works a minimum of 1,820 hours a year (35 hours a week).
- Part-time employees: One who works fewer then 1,820 hours a year. Note: Adjunct faculty members are not eligible for this program.
- Dependent children: A dependent child will be defined as a natural child, step child, or legally adopted child, who is a high school graduate, has not reached the age of 24 years old, is primarily supported by the employee and is carried as a dependent on the employee’s income tax return.

Procedures

1. Apply for admission to Immaculata University and receive acceptance.
2. Apply for financial aid in the Office of Financial Aid if taking more than three (3) credits for the semester. Complete and submit the Free Application for Federal Student Aid (FAFSA) form to Harrisburg. This form needs to be completed once each school year, not each semester in attendance. Turn in all copies of the signed Student Aid Report (SAR) to the office of financial aid.
3. For employees, a tuition waiver form is available from the Human Resources office or on-line. Complete the top employee section on the form (required no matter how many class credits are taken). This waiver form must be completed each semester the employee registers for courses in the event of a change in eligibility. This form should then be taken to the employee’s immediate supervisor for their signature. Next, the form should be forwarded to the responsible vice president, for the employee’s department, for their signature. Finally, the completed form should be taken to the College of LifeLong Learning and given to the person and submitted
when registering for classes. Once completed by the registrar, the form will be forwarded to the Human Resources office for authorization of the tuition benefit applicable.

4. The same tuition waiver form used for employees is used for eligible family members taking classes and completion of form is explained as follows:

- Tuition waiver forms for eligible traditional age comprehensive students, who are dependents, (ages 18 and not having reached their 24th birthday) needs to be completed each semester in attendance. The waiver form should be completed following the same instructions, as outlined, under the employee section, except the section entitled dependent of employee, must be completed. Percentage of tuition available is the same as afforded the employee.
- Tuition waiver forms for spouses of employees also need to be completed each semester in attendance. Percentage of tuition available is the same as afforded the employee.
- Female dependents ages 18-24, who are comprehensive (full time) students, may register with their class on the dates designated by the registrar’s office.
- All employees and spouses of employees may not register earlier than three (3) weeks before the Fall semester begins and four (4) weeks before the Spring semester begins. Dates are available each year in both the Human Resources and Registrar’s offices. Registration for both Summer I and Summer II classes can be done at the same time and is available three (3) weeks prior to the start of Summer I classes.

Policies

- Benefit covers tuition only. Payment of any other fees, if applicable, is the responsibility of the employee.
- The University requires all employees, spouses and children of employee’s requesting a tuition benefit to file for a state grant for financial aid, if more than 3 credits are taken per semester. If your tuition benefit is 100%, and you are eligible for a grant, the University does not award more than 100%.
- If a person qualifies for a tuition waiver under more than one category (i.e., relative of a member of the congregation and dependent of a full time employee), no more than the amount of full tuition will be awarded. If the person is a part-time employee and qualifies for more than one category, the greater of the two benefits will be awarded, not a combination of the two categories.
- A tuition waiver does not cover non-credit courses, workshops, conferences, applied music lessons, or independent study courses.
- Satisfactory progress, as described in the University catalog, must be maintained in order to retain the tuition benefit.
A tuition waiver benefit will not be applied for courses that are repeated by the student, which means that a student cannot either drop or fail a course and take that exact course again at no cost.

The University reserves the right to deny enrollment in a particular course when the use of the tuition waiver program would cause the course to be over enrolled or cause the University to create another section of the course.

The voluntary termination of employment by an employee or the termination of employment by the University will allow the tuition benefit to remain in effect until the end of the current semester following the employee’s termination.

Waiver Schedule – Traditional, Comprehensive Students and CLL Students

Full-time employees (as defined for purposes of this program) will receive 100% tuition reduction.

Part-time employees (as defined for purposes of this program) will receive the following tuition reductions, once eligibility is met, with the exception of adjunct faculty:

- 1,215 – 1,819 hours worked per year (average 24 to 34 hours per week) – 75%
- 936 – 1,214 hours worked per year (average 18 to 23 hours per week) – 50%
- Fewer than 936 hours worked per year (average less than 18 hours per week) – 25%

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TUITION WAIVER: IMMACULATA UNIVERSITY - ACCELERATED DEGREE PROGRAM

Who is eligible?

A tuition waiver in the Accel program is granted to all full time and part-time employees, with the exception of adjunct faculty. Dependents and spouses are not covered on the Accel tuition waiver.

Procedures and Policies

1. Apply for admission to the Accel program and receive acceptance.
2. Follow same procedures with financial aid outlined under the Undergraduate Waiver Benefit section, starting on page 37. Pick up a tuition waiver form at the Accel Office. Follow the same form completion instructions as listed for the undergraduate waiver. The form will be forwarded to the Human Resources office for waiver authorization.
3. There is no wait period for registration in the Accel program. Once acceptance is received into the program, the employee may register on the dates provided by the Accel office for each new group.

All policies listed for the undergraduate level also apply to the accelerated degree program.