

I. General Information

Lecturers, their spouses, and eligible dependent children qualify for undergraduate tuition remission as outlined in this policy.

1. The level of tuition remission benefit is determined by date of initial employment as a continuously employed benefits eligible lecturer and the lecturer's benefits eligibility (based on fractional load). For lecturers teaching between 13 and 16 credits, the amount of tuition remission eligibility will be prorated as a percentage relative to their credit load:

62% for 13 credits
67% for 14 credits
71% for 15 credits
100% for 16 or more credits

If a lecturer's load decreases below 13 credits because of shifts in Whitworth's instructional staffing needs, the lecturer retains tuition remission eligibility for up to 12 months after employment as a lecturer ends. If there has been a break in service as a lecturer, eligibility for tuition remission is calculated using the initial date of hire; however, if the break in employment as a lecturer is longer than one year, tuition remission will not be retroactive and may not be used during the hiatus in employment as a lecturer.

2. If the lecturer was previously employed in a benefits-eligible position by a college or university (described in Section 170(b) (1) (A) (ii) of the Internal Revenue Code) at any time within 12 months of his or her employment by Whitworth University, then the plan shall treat service of the lecturer with the predecessor employer as service with Whitworth University in satisfying the employee's completed years of service requirement.
3. Any changes to employment status will result in changes to the tuition remission program. For those with undergraduate tuition remission, those changes will take place at the start of the next term (fall, Jan or spring term).
4. While tuition remission is 100 percent for the eligible lecturer teaching 16 credits or more for the academic year, the percentage of tuition remission granted for his or her spouse and/or dependent children is determined by a graduated scale that is based upon the lecturer's completed years of service at the time of the first day of class as follows. (The lecturer's level of benefit eligibility will be applied to what follows on the basis described in section I.1.)

Less than 1 year – 20%
1 to 2 years – 40%
2 to 3 years – 60%
3 to 4 years – 80%
4 plus years – 100%

5. The provisions of this tuition remission benefit apply only to credits granted by Whitworth University, for courses taught by Whitworth faculty and where the tuition is due Whitworth University. If an eligible lecturer, spouse or dependent enrolls in a course for which *tuition is due*

another institution, this benefit does not apply, even if the individual is enrolled at Whitworth University. Tuition remission under this policy may not be used for certificate seeking programs at Whitworth.

- a. The FS 392 Foreign Exchange Block and courses like it are not eligible for tuition remission.
6. Students receiving full tuition remission (100 percent) are not eligible for additional university-sponsored scholarships or grants. Students not eligible for full tuition remission may combine the tuition remission benefit with some or all of the university-sponsored scholarships and grants for which they are eligible, up to the cost of tuition. The tuition remission benefit may only be applied to tuition charges.

If a lecturer intends to use this tuition remission benefit (particularly if qualifying for less than full-time tuition remission) and also intends to apply for other financial aid, he or she is encouraged to meet with a financial aid advisor to determine how this benefit may be used with other sources of aid.

7. Tuition remission eligible lecturers and their spouses and dependents must maintain satisfactory academic progress as outlined in the Whitworth University Satisfactory Academic Progress for Financial Aid Recipients brochure.
 - a. Students must maintain a cumulative grade point average of 2.0 or higher and must complete each term with a minimum 1.0 grade point average for each term of study. Only the highest grade obtained is counted in the grade point average when a course is repeated. Transferred credits, including those received during consortium study, do not count in the calculation of the cumulative and term grade point average, but they are included in the calculation of both attempted and earned credits.
8. Tuition remission forms must be completed and received by the Whitworth Office of Human Resource Services five (5) days prior to the start of each term or module being applied for. Failure to comply in a timely way may result in denial of tuition remission benefits and/or subsequent financial impact to the employee/student.
9. All students approved for tuition remission are subject to the same academic policies and procedures as non-tuition remission students.

II. Undergraduate Education Tuition Remission Benefits

An eligible employee, their spouse and/or dependent may enroll in undergraduate courses as outlined in the provisions of this policy.

1. The definition of a dependent child is one who is:
 - a. Unmarried
 - b. Biological, adopted, stepchild or under legal guardianship
 - c. Under 24 years of age at the start of the term seeking tuition remission
 - d. Student is dependent on their parents for basic needs

2. Non-degree seeking employees and spouses may enroll in classes only if they have open seats. All waitlist and non-matriculated student policies and procedures must be followed. For questions about these policies, contact the registrar's office.
3. Dependents are ineligible to take non-degree seeking courses.
4. Dependent children and/or spouse of eligible employees may enroll in and receive tuition remission for undergraduate courses that lead toward the completion of their **first baccalaureate degree**.
 - a. Tuition remission will cover up to 16 credits a semester and five (5) credits during Jan Term.
 - i. Tuition remission does not cover traditional undergraduate summer courses.
 - ii. Tuition remission will cover continuing studies programs year-round.
 - b. The following are not covered:
 - i. Overload fees
 - ii. Books fees
 - iii. Course fees
 - iv. Student fees
 - v. Additional fees/costs that human resources deem outside the purview of "tuition."

Note: For programs that offer "all-inclusive pricing," employee will still be responsible for any cost outside of normal class credit cost. This includes potential course fees and book fees.

- c. Students are eligible until they have attempted a maximum of 150 percent of the minimum number of credits required for the degree (189 credits for undergraduates) or completed all the requirements to receive their degree or certificate. At 158 credits, student financial services will have the registrar determine if a student can mathematically complete the degree within the maximum time frame of 150 percent. If the student can't complete his/her degree within the 150 percent maximum time frame, the student can appeal.
- d. All enrolled matriculated day students must complete at least 66.67 percent of the cumulative credits that they attempt in order to maintain eligibility.
- e. Students must maintain a cumulative grade point average of 2.0 or higher and must complete each term with a minimum 1.0 grade point average for each term of study. Only the highest grade obtained is counted in the grade point average when a course is repeated. Transferred credits, including those received during consortium study, do not count in the calculation of the cumulative and term grade point average, but they are included in the calculation of both attempted and earned credits.

III. Graduate Tuition Remission Benefits

Lecturers (including all dependents and spouses) are not eligible for graduate tuition remission.

IV. Continuation of Dependent Tuition Discount Benefits After Ending Employment Under Special Circumstances

1. If a lecturer with at least 10 years of benefits-eligible employment at the university is rendered unable to continue his or her employment with the university due to death or disability (as evidenced by the lecturer qualifying for university group long-term disability benefits or social security disability benefits) the lecturer's dependents, whether currently enrolled or not, will continue to be eligible for tuition remission benefits on the same basis as they would have been had the death or disability not occurred.
2. Spouses and dependent children who are enrolled and in good standing at Whitworth University at the time of a lecturer's termination of employment under section II. will continue to receive tuition remission for the remainder of that current academic year (Sept. 1-Aug.31). A lecturer who is otherwise in good standing at Whitworth University at the time of termination from employment will continue to receive tuition remission for the remainder of the current term, unless immediate separation is otherwise specified at the time of termination. All other elements of this policy apply.

Please contact the office of human resource services for further information regarding this tuition remission program.