



## **TUITION BENEFIT PROGRAM POLICY & PROCEDURE FOR UNDERGRADUATE STUDIES**

***Please carefully read all information before completing and signing this application.***

The Tuition Benefit Program for employees enrolled in Undergraduate Studies applies to courses offered by Centenary University at its New Jersey campus locations as well as its online programs.

*To be eligible for the Employee Tuition Benefit Program, an employee must:*

- *successfully complete one 90-day Introductory Evaluation Period from their most recent hire date*
- *be actively at work and working the minimum number of hours for eligibility, as defined herein*
- *be scheduled to work, and work, throughout the duration of the semester/trimester for which registered.*

The Employee Tuition Benefit Program applies to tuition only, not to required fees or any other charges. The traditional undergraduate courses and accelerated programs at Centenary University are included in this Policy. Special programs such as the Prior Learning Assessment Program (PLA), Step-Ahead and non-credit courses (enrichment courses) at other institutions, including study away/abroad, are excluded from this Policy, except as outlined below in Study Away/Abroad, Section VII.

The Employee Tuition Benefit Program Application Form (page 6 of this Policy) must be completed by the employee and approved by the Executive Director of Human Resources or designee **prior to registration**. A pre-payment of tuition is required of the employee at time of registration. If the Student withdraws or cancels, then the pre-payment of tuition becomes a non-refundable processing fee. Students are responsible for any other fees, as required, which must be paid at time of registration. If there is any prior balance owed to Centenary University, the Tuition Benefit Program Application Form may not be accepted by the Student Billing Office.

### **FAFSA REQUIREMENT**

***All full-time Undergraduate Students, including employees who are enrolled in Centenary's accelerated programs, spouses, and children who are enrolled as full-time undergraduate students must complete the FAFSA annually. The Centenary University school code is: 002599.***

Full-time undergraduate employees, spouses and children who fail to complete the FAFSA will be billed in full. There are no exceptions to the FAFSA requirement. Please be advised that all employees must complete a FAFSA upon your dependent's first year application process. If you are eligible for federal or state funds, you will be required to complete a FAFSA annually to be eligible for the Centenary Tuition Benefit. Please be advised if you/your dependent is eligible for any federal, state grants, including, but not limited to PELL, SEOG, and/or TAG, these monies will first be deducted from your tuition and educational fees prior to processing of the tuition benefit. This provision applies to traditional and accelerated programs. Depending on the timing, these monies may be applied retroactively. Should you have any questions about the FAFSA, you may contact the Financial Aid Office at extension 2350.

#### **I. FULL-TIME EMPLOYEE**

- a. For purposes of this Policy **ONLY**, the definition of a full-time employee is a Centenary University employee who is authorized and scheduled to work a minimum of 35 or 40 hours per week (based on position requirements) over a minimum of 9 months per year.
- b. Upon successful completion of the 90-Day Introductory Evaluation Period, an actively at work, full-time employee is eligible to take academic courses on a part-time basis. The tuition charge



for Undergraduate tuition is a 96% discount. This discount applies to the current per credit cost. Payment of tuition is required of the employee at time of registration, plus any other fees, as required.

- c. In accordance with University policy, full-time employees may only be part-time students in the traditional undergraduate programs (Associate and Bachelor Degree programs).
- d. ***The total number of credits and courses allowed any full-time employee:***
  - ***In a Traditional Undergraduate Program:  
Maximum 11 credits per semester.***
  - ***In the Accelerated Undergraduate Programs:  
Maximum 24 credits per calendar year.***
- e. Only one (1) course is permitted to be taken during the employee's normal work schedule per semester/trimester providing there is prior appropriate supervisory approval/signature where indicated on the Tuition Benefit Application Form prior to registration. (On an exception basis only, more than one course per semester /trimester taken during the employee's normal work schedule must have prior signed authorization of the respective Vice President.) If the selected course time conflicts with the employee's scheduled work time and requires the employee to be away from his/her work for more than one (1) hour (the allotted lunch time), the employee must use accrued vacation or personal time or compensatory time, if applicable, to make up for the time away from work.
- f. *Under no circumstances may class work, class projects or homework be done during work time.*
- g. No in-house internship credit will be granted to an employee for working on campus and performing work during regular office hours.

## II. FULL-TIME EMPLOYEE'S FAMILY

***The employee is responsible for any payments due Centenary University for any immediate family member who is eligible for the Tuition Benefit Program and who is attending as a full-time or part-time student. See FAFSA requirement on page 1.***

"Immediate family" is defined as Spouse; Civil Partner as defined by New Jersey State law; Same Sex Domestic Partner as defined by the Centenary University policy of the same name; dependent children/stepchildren under age 24 (as defined by IRS, outlined below), plus children and stepchildren who do not meet the definition of an IRS dependent child. Immediate family members are eligible under the Tuition Benefit Program outlined below at the start of the first semester/trimester following successful completion of the Introductory Evaluation Period by the full-time employee. There is no limit to the number of family members allowed to participate in the Tuition Benefit Program. Family enrollment may be on a part-time or full-time basis. The dependent full-time student waiver for traditional undergraduate studies is for 12 to 18 credits per semester. Any credits taken in excess of 18 will be charged at the full current per credit rate. In no case may a student receive a combination of the Tuition Benefit Program and University scholarships, grants, or other awards. Dependent full-time enrollment in the accelerated program will be limited to 24 credits per year.



**a. FULL-TIME EMPLOYEE'S SPOUSE/CIVIL PARTNER/SAME SEX DOMESTIC PARTNER**

The Spouse, Civil Partner or Same Sex Domestic Partner of a full-time employee, if not eligible for their own employer tuition benefit, will be charged as follows:

- Full-time or Part-time students in the traditional undergraduate program and full-time or part-time students in the undergraduate accelerated program are eligible to receive the benefit for 60% of the current tuition charges and are responsible for paying the remaining tuition and fees.

**b. FULL-TIME EMPLOYEE'S CHILDREN & STEPCHILDREN**

**i. IRS Dependent Children & Stepchildren Per Internal Revenue Service Definition**

The Tuition Benefit Program is available to dependent children and dependent stepchildren under age 24 who meet the requirements for the IRS definition of "dependent," including:

- a child under 24 years of age, as of the close of the calendar year, and
- who is enrolled as a full-time student, and
- who will be claimed by employee/parent as dependent on parent's IRS tax form for the current year.

**1. Full-time Traditional Students**

Full-time Traditional Students will receive the benefit for full time tuition (12-18 credits) in excess of any Tuition Aid Grant (TAG) and the \$500 tuition that the student must pay. Students will be required to pay \$500 toward the balance of the tuition plus any additional fees prior to the first day of the semester. Full-time students who participate in the Tuition Benefit Program for academic terms other than the traditional Fall and Spring semesters are required to pay a pre-payment of tuition in the amount of \$25 per credit at time of registration. Full-time students eligible for TAG can apply those funds towards the \$500 tuition fee. At no time can TAG and tuition waiver exceed the cost of tuition.

**2. Accelerated Students**

If qualified for the Program, there is a pre-payment of tuition in the amount of \$25 per credit for the IRS dependent child. There is a maximum of 24 credits per year.

**3. Part-time students**

Part-time students are required to pay a pre-payment of tuition in the amount of \$25 per credit at the time of registration.

**ii. NON-IRS DEPENDENT ADULT CHILDREN & STEPCHILDREN UP TO AGE 26**

***Please note that if a member of the employee's immediate family who is a non-IRS-dependent adult child participates in this benefit, the employee understands that the full cost of the gratis tuition under this benefit will be added to the employee's earnings at year's end solely for the purpose of calculating imputed income, in accordance with IRS regulations. If there are questions about imputed income and how imputed income may affect the employee's income taxes at each year's end under this benefit, please contact***



***the Human Resources Department at 2334, the Payroll Office at 2364 or the IRS.***

This benefit ceases as of December 31<sup>st</sup> during the year the adult child reaches age 26, after which time the full cost of tuition *without any discount* must be paid. For the traditional Fall and Spring Semesters, 50% of the pre-payment of tuition is due at pre-registration, and the balance is due by the first day of class. Full-time students who participate in the Tuition Benefit Program for academic terms other than the traditional Fall and Spring semesters are required to pay a pre- payment of tuition in the amount of \$25 per credit at time of registration.

**1. Full-time Traditional Students**

The non-IRS- dependent adult child (up to age 26) of an employee is required to pay a pre-payment of tuition in the amount of \$500 per semester, in addition to any other fees and expenses required for the student's courses. The child is eligible for a maximum of 8 semesters (Fall and Spring Semesters) and, in addition, the adult child may participate in Summer Semesters as part of this benefit. Students will be required to pay \$500 toward the balance of the tuition plus any additional fees prior to the first day of the semester. Full-time students who participate in the Tuition Benefit Program for academic terms other than the traditional Fall and Spring semesters are required to pay a pre-payment of tuition in the amount of \$25 per credit at time of registration. Full-time students eligible for TAG can apply those funds towards the \$500 tuition fee. At no time can TAG and tuition waiver exceed the cost of tuition.

**2. Accelerated Students**

Full-time Online and Accelerated Students: If qualified for the Program, there is a pre-payment of tuition in the amount of \$25 per credit. There is a maximum of 24 credits per year. This benefit ceases as of December 31<sup>st</sup> during the year the child reaches age 26, after which time the full cost of tuition without any discount must be paid.

**3. Part-time students**

Part-time students are required to pay a pre-payment of tuition in the amount of \$25 per credit at time of registration. The benefit ceases as of December 31<sup>st</sup> during the year they reach age 26.

**iii. CHILDREN/ STEPCHILDREN WHO DO NOT MEET IRS DEPENDENT CRITERIA & ARE AGE 26 OR OLDER**

No tuition benefit.

**ADJUNCT FACULTY**

A member of the Adjunct Faculty is eligible for the Tuition Benefit Program for a semester/trimester following a semester/trimester of teaching, providing the contract is renewed for the upcoming semester/trimester. The maximum number of credits eligible under this provision is equal to the number of credits taught during the prior semester.



***A copy of the prior semester/trimester Adjunct contract(s) and a copy of the renewed, signed Adjunct contract(s) (equal to the number of classes to be taken) must be attached to this Application Form when submitted to the Human Resources Department for review/approval. Adjunct Faculty are to use this benefit within about 12 months of teaching a course.***

The maximum number of courses under this program is eight (8) per calendar year. The benefit is a 50% discount of the current tuition per credit rate. The Adjunct Faculty is responsible for payment of tuition and applicable fees. A \$25/credit non-refundable processing fee will be charged for cancellations or withdrawals.

### **III. FULL-TIME CENTENARY STUDENTS**

Full-time Centenary students who are employed part-time at Centenary University are ineligible for the Tuition Benefit Program. Graduate Interns are excluded from this policy.

### **IV. PART-TIME EMPLOYEE'S IMMEDIATE FAMILY**

Family of Adjunct Faculty and part-time Centenary employees are ineligible for the Tuition Benefit Program.

### **V. AUDITING COURSE(S) IN THE TRADITIONAL UNDERGRADUATE PROGRAM**

No discount.

### **VI. TUITION BENEFIT UPON CESSATION OF EMPLOYMENT**

The Tuition Benefit Policy ceases upon termination of employment. The student (i.e., employee and/or member(s) of the employee's immediate family) who is enrolled in the Tuition Benefit Program has the following options:

1. Drop the course or,
2. Become financially responsible for the pro-rated cost of the course(s).

If the decision is to complete the course(s), it is the employee's responsibility to inform the Student Billing Office of this decision so that the Student Billing Office can issue an adjusted invoice to the student. If the Student Billing Office does not receive timely notification of intent to continue, the student may be dropped as of the last day of employment for the Centenary employee.

If the termination of the employee's employment is due to lay-off, only the employee is eligible to continue attending courses if currently enrolled, through to course completion for that semester/trimester, at which time eligibility for the Tuition Benefit Program ceases. All family members currently enrolled in course(s) have the options listed under Section VI above.

### **VII. STUDY AWAY/STUDY ABROAD**

Dependents of eligible employees using the Tuition Benefit Program who wish to study at another institution (host school) with which Centenary has an agreement may continue to use their Tuition Benefit. The Tuition Benefit Program is limited to one student per semester at American University, and one student per semester at other Study Aboard locations. If more than one student wishes to participate, students will be considered on a first-come, first-served basis.



**UNDERGRADUATE STUDIES TUITION BENEFIT APPLICATION FORM**

**Employee Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Tel Ext.** \_\_\_\_\_

**Employee Status:** Date of Hire \_\_\_\_\_ #Months Scheduled to Work (circle one): 9 10 11 12  
\_\_\_\_ Full-time (circle one): 35 hours 40 hours \_\_\_\_\_ Part-time, \_\_\_\_ # Weekly Hours

**Application is for (student information):**  
\_\_\_\_ Employee \_\_\_\_\_ Spouse/SSDP Spouse Name \_\_\_\_\_  
\_\_\_\_ IRS-Dependent Child \_\_\_\_\_ Non-IRS-Dependent Adult Child  
Child Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

**Application is for (semester information):**  
\_\_\_\_ *Traditional Undergraduate Program* \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time  
Semester: Fall, 20\_\_\_\_ Spring, 20\_\_\_\_ Summer I, 20\_\_\_\_ Summer II, 20\_\_\_\_ SUOL: \_\_\_\_\_  
\_\_\_\_ *SPS/Online/Accelerated Undergraduate Programs*  
Course begins: \_\_\_\_\_ Jan–March \_\_\_\_\_ April– June \_\_\_\_\_ July–September \_\_\_\_\_ Oct–Dec

**I have read and understand the Tuition Benefit Program Policy & Procedure and I agree to FULLY comply with all requirements including completion of the FAFSA by the deadline filing dates applicable. Please be advised that all employees must complete a FAFSA upon your dependent's first year application process. If you are eligible for federal or state funds, you will be required to complete a FAFSA annually to be eligible for the Centenary Tuition Benefit. See page 1 of this Policy for FAFSA information and deadlines. IF YOU DO NOT COMPLETE THE FAFSA BY THE FAFSA DEADLINE DATE, YOU WILL BE BILLED IN FULL.**

By signing below, I fully understand and agree that if any member of my immediate family who is a non-IRS-dependent adult child participates in this benefit, I understand that the full cost of the gratis tuition under this benefit will be added to my earnings at year's end solely for the purpose of calculating imputed income, in accordance with IRS regulations. If there are questions about imputed income & how imputed income may affect my income taxes at each year's end under this benefit per IRS regulations, I will contact the Human Resources Department, the Payroll Office or the IRS.

\_\_\_\_\_  
Employee Signature Printed Name Date

**Part-time students:** Please list below the course(s) you are planning to take. Please note that if you would like to take a maximum of ONE course during your working hours, your supervisor's signature must be below, and approval is solely at your supervisor's discretion and based on Departmental considerations.

COURSE TITLE	# CREDITS	DAYS & HOURS
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_  
**SUPERVISOR SIGNATURE HUMAN RESOURCES SIGNATURE**

*Provisional Approval Pending the FAFSA, if applicable*