1. **PURPOSE**

The purpose of Claremont Graduate University (CGU) Tuition Benefit Policy is to encourage dependents of eligible employees of CGU to take advantage of the educational opportunities offered by The Claremont Colleges.

2. **DEFINITIONS**

For purposes of this Tuition Benefit Policy, dependents are defined as the spouse or dependent children (as defined by IRS rules) of any eligible full-time staff or faculty member. Full-time staff are defined as employees of CGU who work a minimum of 32 hours per week on a regular schedule. Full-time faculty are those faculty members with a full-time regular appointment.

3. **ELIGIBILITY**

Full-time professors, associate professors, assistant professors, administrative staff, and other staff will become eligible under this Tuition Benefit Policy after one year of continuous employment. Transfers from another Claremont College with one year of continuous full-time service become eligible at the beginning of the next semester after transfer.

When eligibility is established within a semester or summer session, the employee is eligible for the benefit the beginning of the next full semester.

Employees who have worked in regular positions at least 20 hours per week but less than 32 hours per week, and whose hours per week worked are increased to 32 or more on a regular basis, become eligible under this Tuition Benefit Policy at such time as their total hours worked as a regular employee reach 1,664 or 32 hours per week for 52 weeks.

4. **AMOUNT OF TUITION BENEFIT**

Half tuition payment is made for courses taken for credit in a degree program at any of The Claremont Colleges, including Summer Session. The maximum entitlement is eight full-time equivalent (FTE) semesters of undergraduate course work and six FTE semesters in graduate course work. Neither Continuing Registration nor Doctoral Study will be supported. In any event, no more than six FTE semesters of graduate course work will be supported.

Dependents who have already earned a baccalaureate degree from an accredited undergraduate college are not eligible for undergraduate course work under this Policy.

Payment will be made to the appropriate undergraduate institution or CGU only after evidence is received of successful completion of courses taken. A new application for tuition benefit must be submitted for each semester or module.
5. **TAXABILITY OF BENEFITS**

For determination of individual tax liability, the participants in this program are encouraged to consult a qualified tax advisor, at the participant's expense, for applicability of Internal Revenue or State of California Tax Code.

6. **ADMISSION OF EMPLOYEES TO THE CLAREMONT COLLEGES**

This Tuition Benefit Policy applies only to the payment of tuition. The Policy provides no guarantee of admission to one of The Claremont Colleges. The dependent should make his or her own arrangements for admission and enrollment, and should meet his or her College's requirements for continued enrollment. This policy comes into effect only when the dependent has been admitted to a degree program in the college concerned.

7. **ADMINISTRATION OF THE TUITION BENEFIT POLICY**

The CGU Human Resources Officer is responsible for administration of this policy for eligible employees of CGU respectively.