TUITION BENEFIT POLICY
(Employees)

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

2. DEFINITIONS
For purpose of this Tuition Benefit policy, 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 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 or summer session.

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.

Eligible employees must be actively employed through the entire semester to remain eligible for tuition payments.

4. AMOUNT OF TUITION BENEFIT
Full tuition payment is made for one course or four (4) units per semester (including summer session) taken for credit in a degree program at any of the Claremont Colleges, including the Certificate Programs at CGU. The program does not cover the cost of student fees, lab fees, library fines, books or any other non-tuition related expenses. The maximum entitlement is eight full-time equivalent (FTE) semesters of undergraduate course work, six FTE semesters in graduate course work and six semesters of Continuing Registration or Doctoral Study. In any event, no more than six FTE semesters of graduate course work will be supported. Tuition Remission benefit eligible employees are not eligible to receive any additional institutional funding.

Employees 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.

Classes may be taken during working hours only with the permission of the departmental supervisor. The policy for class attendance requires course hours taken during working hours must be made up within the same day or at a time when overtime would not be applicable.
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 employee 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 employee has been admitted to a degree program in the college concerned.

Employees will not be granted admission into the program in which they are employed. This is a conflict of interest for both the employee and the faculty member.

Some staff positions within CGU may not be eligible to participate in the tuition remission program due to conflict of interest issues. This would be determined and communicated during the hiring process.

7. **PAYMENT OF TUITION REMISSION**
Employees receiving a grade of “I” (incomplete) will not be allowed to continue their studies unless the tuition is paid by the employee, or until the employee receives an actual satisfactory/passing grade (C and above) for the course(s). If the employee elects to pay the tuition before receiving a passing grade, they will forfeit the tuition benefit for that course. An incomplete grade may be carried over a total of two semesters. If a passing grade is not received by the end of the second semester, the employee is responsible for the tuition payment and will forfeit the tuition remission benefit for that course.

Employees are required to turn in their Tuition Remission Form to the Human Resources Office and Student Accounts when registering for the new semester BEFORE the start of the term. A registration hold is placed on employee student accounts at the end of each semester. Once the approved Tuition Remission Form has been received, the registration hold will be released. Forms must be turned in according to the following schedule:

- **FALL**: August 1
- **SPRING**: January 1
- **Summer**: May 15

Employees need to be aware of the payment due dates every semester and have all fees paid by the due dates.

Failure to turn in tuition documents and timely payment of fees will result in the assessment of late fee of 1.5% of the remaining balance. This fee will be charged monthly until the balance is paid.

8. **ADMINISTRATION OF THE TUITION BENEFIT POLICY**
The CGU Human Resources Officer is responsible for administration of this policy for eligible employees of CGU respectively.

Rev. 2/10 approved by PSS