

TUITION BENEFIT PROGRAM POLICY & PROCEDURE
For UNDERGRADUATE STUDIES
Revised Nov. 2009

Please read the information below before completing & signing this application.

The Tuition Benefit Program for employees enrolled in Undergraduate Studies applies to courses of study offered by Centenary College at its New Jersey campus locations as well as its online programs. In order to be eligible for the Employee Tuition Benefit Program, an employee must have successfully completed the 90 day Introductory Evaluation Period, must be actively at work and working the minimum number of hours for eligibility as defined herein, and must be scheduled to work the duration of the semester for which registered. The Employee Tuition Benefit Program applies to tuition only, not to required fees or any other charges. The Traditional courses of study, the Adult and Professional Program (APP), the On-Line courses of study and the Accelerated Programs at Centenary College are included in this Policy. Special programs such as the Prior Learning Assessment Program (PLA), Step-Ahead and non-credit courses (enrichment courses) and study abroad are excluded from this Policy.

The Employee Tuition Benefit Program Application Form (page 6 of this Policy) must be completed by the employee and approved by the Director of Human Resources or designee **prior to registration**. A non-refundable processing fee is required of the employee at time of registration (refundable by the Business Office only if the course is cancelled by Centenary College). The processing fee also applies when auditing a course. Students are responsible for other fees as required, which must be paid at time of registration. If there is any prior balance owed to Centenary College, the Tuition Benefit Program Application Form may not be accepted by the Bursar's Office.

NEW FAFSA REQUIREMENT AS OF NOVEMBER, 2009

All full-time Undergraduate Students including employees who are enrolled in Centenary's Accelerated Programs (considered full-time programs) & spouses & children who are enrolled as full-time undergraduate students MUST COMPLETE THE FAFSA FORM. Please visit www.fafsa.gov to access this form. The completed FAFSA form will be electronically delivered to the Financial Aid Department by the federal processor. The Centenary College school code is: 002599.

Full-time undergraduate employees, spouses and children who fail to complete the FAFSA form by the deadline filing dates will be billed IN FULL. If this is the first time that you are filing the FAFSA form, the deadlines are: by March 1 for only the Spring Semester; by October 1 for the Fall & Spring Semesters. For students who received TAG in the prior year, the filing deadline is June 1. There are no exceptions to these FAFSA and TAG deadlines. If the FAFSA is not completed by the appropriate deadline filing date, you will also be ineligible for the Centenary Tuition Benefit for subsequent Centenary courses. Should you have any questions about the FAFSA form, you may contact the Financial Aid Department at extension 2240.

For further information, please click on the links below:
www.centenarycollege.edu/financial aid
www.centenarycollege.edu/7 steps to apply

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I. FULL-TIME EMPLOYEE

- A.** For purposes of this Policy ONLY, the definition of a full-time employee is someone 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 without tuition charge. A non-refundable processing fee of \$15 per credit is required of the employee at time of registration, plus other fees, as required.
- C.** In accordance with College policy, full-time employees may only be part-time students in the traditional undergraduate programs (Associate and Bachelor Degree programs). However, the online and accelerated programs may require full-time enrollment based on cohort scheduling in which case, **please see page one regarding the requirement to complete the FAFSA form.**
- 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 Online and Accelerated Undergraduate Programs:
Maximum 8 courses per calendar year. (Exception: If the College has created a cohort calendar which has 9 scheduled courses in a year, this exception to the 8 course limit may be granted.)***
- E.** Only one (1) course is permitted to be taken during the employee's normal work schedule per semester providing there is prior appropriate Supervisory approval/signature in the appropriate location on the Tuition Application Form prior to registration. (On an exception basis only, more than one course per semester 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. **INDEPENDENT STUDY CREDITS:**** There is a limit of eight (8) independent study credits which may be applied toward the Centenary Associate's Degree.
- H.** No in-house Internship credit will be granted to an employee for working on campus and performing work during regular office hours.

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II. FULL-TIME EMPLOYEE'S FAMILY

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

B. "Immediate family" is defined as Spouse, Civil Partner as defined by New Jersey State law, Same Sex Domestic Partner as defined by the Centenary College policy of the same name, dependent children and stepchildren under age 24 (as defined by IRS, outlined below), plus children and stepchildren age 24 and over. Immediate family members are eligible under the Employee Tuition Benefit Program outlined below at the start of the first semester 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 Employee 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 from 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 Employee Tuition Benefit Program and College scholarship(s) which exceed the amount of tuition and fees normally due. Dependent full-time enrollment in the CAPS, On-line or Accelerated program will be limited to 8 courses per year with one exception: if the College has created a cohort calendar which has 9 scheduled courses in a year, this exception to the 8 course limit may be granted.

**C. 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 Student in Traditional Undergraduate Program is eligible to receive an 80% discount and is responsible for paying 20% of the current full-time rate. See the FAFSA requirement on page one.
- Part-time student in Traditional Undergraduate Program or Undergraduate Accelerated Program is eligible to receive a 60% discount and is responsible for paying 40% of the current per credit rate.

Note: The Undergraduate Accelerated Program includes full-time courses of study. See FAFSA requirement on page 1.

No Centenary College discount applies if Employee's Spouse, Civil Partner or Same Sex Domestic Partner is eligible for their own employer tuition benefit.

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D. DEPENDENT CHILD(REN) OF FULL-TIME EMPLOYEE

1. Dependent Chil(dren) Per Internal Revenue Service (IRS) Definition

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

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

A. Full-time students are required to pay a processing fee of \$300 per semester, in addition to any other fees and expenses required for the student's courses. For the traditional Fall and Spring Semesters, 50% of the processing fee is due at pre-registration, and the balance is due by the first day of class. Full-time students who participate in the Employee Tuition Benefit Program for academic terms other than the traditional Fall and Spring semesters are required to pay a non-refundable processing fee of \$15 per credit at time of registration. **Please see the FAFSA requirement on page one.**

B. Online and accelerated students may be required to meet an age requirement in order to enroll in the program(s). Please contact the appropriate enrollment/admissions office for this information. If qualified for the Program, dependent child pays a non-refundable \$15.00 per credit processing fee. There is a maximum of 8 courses per year with one exception: if the College has created a cohort calendar which has 9 scheduled courses in a year, this exception to the 8 course limit may be granted. **Please see the FAFSA requirement on page one.**

C. Part-time students are required to pay a non-refundable processing fee of \$15 per credit at time of registration.

2. Children & Stepchildren Who Do Not Meet IRS Dependent Criteria, or Are Age 24 or Older

A. Full-time Students in Traditional Undergraduate Program: If not eligible for employer tuition benefit, non-IRS dependent children will be charged 80% of the current full-time rate (20% discount) as full-time students. **No Centenary College discount applies if the student is eligible for any other employer tuition benefit. Please see the FAFSA requirement on page 1.**

B. Part-time Students: If not eligible for employer tuition benefit, children will be charged 60% of the current per credit rate (40% discount) as part-time students. **No Centenary College discount applies if the student is eligible for any other employer tuition benefit.**

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C. Auditing a Course in the Traditional Undergraduate Program: This provision is available to members of the public (and, therefore, includes subcontracted employees), providing the Registrar's Office determines that there is space in the class. There is a 50% tuition charge for auditing a course plus a non-refundable processing fee of \$15.00 per credit.

III. PART-TIME EMPLOYEES

A. Part-time Employees (Non-Faculty, Non-Adjuncts)

The Employee Tuition Benefit Program is available to part-time regularly scheduled Centenary College employees on a pro-rated basis of authorized/regularly scheduled hours per week as noted below. In order to qualify for tuition benefits, the part-time employee must have already successfully completed the Introductory Evaluation Period, be actively at work, and be authorized/scheduled to work a regular schedule during the semester/term for which they are registering. A non-refundable processing fee of \$15 per credit is required of the employee at time of registration, plus other fees, as required. The processing fee also applies when auditing a course. The Tuition Benefit is granted based on the following regularly scheduled/authorized hours per week.

- 25 - 34 hours worked per week: Maximum of 10 credit hours per semester**
- 16 - 24 hours worked per week: Maximum of 8 credit hours per semester**
- 10 - 15 hours worked per week: Maximum of 4 credit hours per semester**

IV. ADJUNCT FACULTY

A member of the Adjunct Faculty is eligible for the Tuition Benefit Program for a semester following a semester of teaching, providing the contract is renewed for the upcoming semester. 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 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.*** A non-refundable processing fee of \$15 per credit is required at time of registration plus other fees, as required. The processing fee, and other fees, may also apply when auditing a course.

V. FULL-TIME CENTENARY STUDENTS

Full-time Centenary students who are employed part-time at Centenary College are ineligible for the Employee Tuition Benefit Program.

VI. PART-TIME EMPLOYEE'S IMMEDIATE FAMILY

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

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VII. TUITION BENEFIT UPON CESSATION OF EMPLOYMENT

A. 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 Bursar of this decision, so that the Student Account Office will issue an adjusted invoice to the student. If the Bursar does not receive timely notification of intent to continue, the student will automatically be dropped as of the last day of employment for the Centenary employee.

B. 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, at which time eligibility for the Tuition Benefit Program ceases. All family members currently enrolled in course(s) have the options listed under VII A, above.

Copies as follows from Human Resources Department:
For All Full-time Students (employees & dependents):
Original to Employee
Copies to: Human Resources; Financial Aid Office; Bursar

For All Part-time Students (Employees & Dependents):
Original to Employee
Copy to Human Resources; Financial Aid

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Employee Name _____ Department _____ Tel Ext _____
 Title _____ If Full-time, circle one: 35 40 If part-time, # weekly hours _____
 # Months Scheduled to Work (circle one): 9 10 11 12 Date of Hire _____
 This application is for: ___Myself/Employee ___Spouse/SSDP ___IRS Dependent Child ___NON-IRS Dependent Child
 Child's Date of Birth Is: Month/Date/Year _____ Child's Name _____

This Application is for: ___ *Traditional Undergraduate Program* ___ Full-time* ___ Part-time

___ Fall, 201 ___	___ Spring, 201 ___	___ Summer I, 201 ___	___ Summer II, 201 ___
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This Application is for: ___ *Adult & Professional Programs/ Online/Accelerated Undergraduate Programs* *(check one):

___ Term #1: Jan – March	___ Term #2: April - June	___ Term #3: July - Sept	___ Term #4: Oct - Dec
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I have read and understand the REVISED Tuition Benefit Program Policy & Procedure & I agree to FULLY comply with all requirements including completion of the FAFSA by the deadline filing dates if this Application is for a full-time undergraduate student. * (www.fafsa.gov). See page 1 of this Policy for FAFSA information & deadlines. IF YOU DO NOT COMPLETE THE FAFSA BY THE APPLICABLE DEADLINE DATE, YOU WILL BE BILLED IN FULL.

 Employee Signature Printed Name Date

FOR CHILDREN NOT MEETING IRS DEPENDENCY REQUIREMENTS OR AGE 24 OR OVER, PLEASE COMPLETE THE SECTION BELOW: I CERTIFY THAT I AM NOT ELIGIBLE FOR AN EMPLOYER TUITION BENEFIT OR TUITION ASSISTANCE PROGRAM.

 Signature of Child/Spouse Printed Name Date

If part-time student, 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 work hours, your Supervisor's signature must be below & approval is solely at your Supervisor's discretion & based on Departmental considerations.

COURSE TITLE	# CREDITS	DAYS & HOURS	SUPERVISOR'S SIGNATURE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

 Human Resources Director/ Designee's *Provisional Approval Pending the FAFSA, if applicable* Date

All FT Students (employees & dependents):
 Original to Employee
 Copies to: Financial Aid; Bursar, Human Resources

All Part-time Students: Employees & Dependents:
 Original to Employee
 Copy to: Human Resources