



TUITION REMISSION POLICY

Statement of Intent

As reflected in the University of La Verne's mission statement and core values, the University promotes intellectual curiosity and the importance of lifelong learning. The University of La Verne supports this core value by providing Tuition Remission benefits for its employees and their eligible dependents. Tuition Remission benefits are considered a privilege, not a right and may be subject to revocation under certain circumstances. The University reserves the right to modify this policy as it deems necessary at any time, with or without advance notice.

A. Benefits for Regular Employees

Tuition Remission benefits, exclusive of all fees are available to persons employed by the University of La Verne on a 100% regular, full-time basis and their eligible dependents, as defined in section C below, beginning with the semester or term that commences on or after the completion of their first year of regular 100% full-time employment. Benefits do not include housing, meal plans, parking, books, fees or other non-tuition expenses. Nor can they be combined with other institutional grants or scholarships.

Tuition Remission allowance is as follows:

Employees, spouses or registered domestic partners, and eligible dependent children (up to their 25th birthday) are each entitled to earn a maximum of two degrees, degree applicable credentials, and/or degree applicable certificates under the tuition remission benefit vesting schedule as outlined below. Other courses taken as a non-matriculated student may also be covered by the tuition remission benefit vesting schedule as outlined below. Employees, their spouses or registered domestic partners or eligible dependents seeking admission to impacted programs may be placed on a waiting list.

Tuition Remission Benefit Vesting Schedule

First Anniversary – 50% Tuition Remission
Second Anniversary – 75% Tuition Remission
Third Anniversary – 100% Tuition Remission

B. Tuition Remission Benefits for Senior Adjunct Faculty

Senior Adjunct Instructors and Senior Adjunct Professors who are currently employed and have taught two or more courses per fiscal year (July 7/1 - 6/30, including summer teaching assignments) for three (3) consecutive fiscal years, their spouses or registered domestic partners, and eligible dependent children (as defined in Section C below) are eligible to receive Tuition Remission benefits, exclusive of all fees, for undergraduate, graduate programs/courses, degree applicable credential or degree applicable certificates. Tuition Remission eligibility begins with the fourth consecutive year of their teaching assignments.

Upon the first term or semester following promotion to Senior Adjunct Instructor or Senior Adjunct Professor, qualified Senior Adjunct Faculty are entitled to receive Tuition Remission that may be applied to Traditional Undergraduate, Graduate Programs/Courses, or Credential Programs during terms or semesters when they have active status and for one year following the 3 consecutive year period in which they became eligible. Senior Adjunct Faculty or their dependents seeking admission to impacted programs may be placed on a waiting list. Tuition Remission benefits are not available to Senior Adjunct Instructor or Senior Adjunct Professors or their spouses, registered domestic partners or qualified dependents for courses or programs taught by the University of La Verne College of Law.

Benefits do not include fees, housing, meal plans, parking, books, or other non-tuition expenses.

Tuition Remission students must choose between institutional grants and scholarships or tuition remission. No institutional grant or scholarship will be added to the tuition remission program. Cal Grant will replace some or part of the tuition remission grant. Pell Grant can be added to the tuition remission grant to cover "educational expenses". All Tuition Remission applicants will require proof of FAFSA application.

Senior Adjunct Instructors and Senior Adjunct Professors and their spouses or registered domestic partners are each entitled to earn a maximum of two degrees under Tuition Remission. Eligible dependent children are entitled to use benefits for a maximum of two degrees prior to their 25th birthday.

Tuition Remission Benefit Schedule for Senior Adjunct Faculty and their dependents

- 50% Tuition Remission

C. Dependent Eligibility

Eligible dependents include spouses or registered domestic partners and/or dependent children, including children by birth, adoption, children of a registered domestic partnership, stepchildren or foster children.

An eligible employee who also is the spouse, registered domestic partner or dependent of a full-time regular employee and or Senior Adjunct Faculty is eligible to receive waived and/or reduced tuition benefits as an employee only.

To be considered eligible, the spouse or registered domestic partner must reside with the employee. Dependent children who are living with or are claimed as dependents on the tax return of the eligible employee are eligible for tuition remission through age 24. Students turning age 25 during a term or semester will maintain eligibility for the remainder of the term or semester. Qualified dependent children seeking admission to impacted programs using tuition remission may be placed on a waiting list. Tuition Remission benefits are not available to Senior Adjunct Instructor or Senior Adjunct Professors or their spouses,

registered domestic partners or qualified dependents for courses or programs taught by the University of La Verne College of Law.

Employees and/or eligible dependents who abuse the privilege of Tuition Remission are subject to revocation of the benefits and employees may be subject to disciplinary action.

If the employee or dependent is in arrears on any University account or loan the employee and his or her otherwise eligible dependents are disqualified from receiving Tuition Remission benefits until the account or loan is made current.

D. Tuition Remission for Employees on Leave of Absence

The employee and eligible dependents of the employee on an approved unpaid medical leave of absence will retain eligibility for tuition remission benefits for up to one year. The employee and eligible dependents of the employee on an approved unpaid non-medical leave of absence will retain eligibility for up to six months.

E. Tuition Remission Benefit Inclusion

Tuition Remission benefits for employees or eligible dependents who meet the requirements for admission to the University of La Verne apply to tuition only. Benefits do not include housing, meal plans, parking, books, fees or other non-tuition expenses. Eligibility for Tuition Remission does not guarantee admission to the University of La Verne. Students must maintain satisfactory academic progress in accordance with University policy as stated in the University catalog in order to receive ongoing Tuition Remission benefits.

The University's published tuition rates are inclusive of standard fees for which all students are responsible. Tuition Remission eligible students will receive waivers for the tuition portion of the published rates only. There may be additional fees relevant to specific classes or coursework that will be required of Tuition Remission eligible students. Tuition Remission eligible students should contact the University's Office of Student Accounts for a list of these fees or visit their website at <http://sites.laverne.edu/student-accounts/>.

F. Program and Course Load

Because service to the University through their full time jobs is the primary responsibility of employees, eligible employees are limited to taking no more than 24 units per academic year in any program using Tuition Remission. Employee eligibility to take courses at the University of La Verne is permitted based upon University and departmental needs, and therefore must be approved by the employees' supervisor or Dean each term or semester.

Tuition Remission is available to employees and their eligible dependents for undergraduate and graduate level courses and programs, degree applicable Credentials and Certificates. Tuition Remission benefits are not available to Senior Adjunct Instructor or Senior Adjunct Professors or their spouses, Registered Domestic Partners or qualified

dependents for courses or programs taught by the University of La Verne College of Law. Those seeking admission to impacted programs using tuition remission may be placed on a waiting list.

G. Doctoral Students

All Doctoral programs requiring all day attendance during the eligible employee's regular work schedule will be charged to vacation for any affected fiscal Faculty, Administrative/Professional and Classified employees.

H. Maximum Annual Tuition Remission Benefit

An eligible employee may receive a maximum of 24 tuition-free credits during any 12-month period during the academic year. The number of units per semester or term for which an eligible dependent as defined in Section C may use tuition remission benefits is limited to the regular course load as defined in the University of La Verne catalog.

Reduced and/or waived tuition benefits generally are limited to the published tuition rate, less any fees normally associated with tuition remission for regular undergraduate and graduate programs, course challenges, for all University of La Verne offered programs, where there is no direct cash cost to the University. Where there is a direct cash cost, it must be paid by the employee. The total tuition remission that can be received by a student in an academic year for any graduate program cannot exceed the amount of the tuition rate for a full-time traditional undergraduate student.

I. Primary responsibility

Because service to the University through their full time jobs is the primary responsibility of the employee, supervisors must provide written approval for their direct reports to enroll in courses at the University of La Verne using Tuition Remission benefits each semester or term prior to enrollment. Administrative/Professional and Classified staff members are generally not permitted to be absent from regular duties to attend classes. However, approval may be granted by the supervisor provided the absence does not cause a hardship on the department, result in any additional work being performed by other employees, or contribute to a reduction in departmental service. If an exception has been approved, the supervisor must sign the Tuition Remission Request/Authorization form. The Tuition Remission Request/Authorization form can be found at: <https://myportal.laverne.edu>/HR Portal on the HR Forms Section or in the Office of Human Resources. Classified/Non-exempt staff members approved to be absent from regular duties to attend classes during normal working hours must utilize vacation or personal leave for the absent time. If no vacation or personal leave is available, then the absent time will be unpaid.

J. Coordination with Financial Aid for Undergraduate Programs

It is the intent of the University to provide Tuition Remission for undergraduate programs in conjunction with other non-institutional grants, up to the cost of tuition for the eligible recipient. When the individual utilizes other resources such as Federal, State, or private grants, the University tuition remission will cover the remainder of charges up to the cost of tuition. The Tuition Remission program cannot cover costs beyond tuition or generate cash.

Students eligible for both tuition remission and institutional merit and/or need based awards (packaged through the Office of Financial Aid) will be given the option to choose between: 1 – Tuition Remission Benefits; or 2 – Institutional merit and/or need based awards; not both and neither to exceed the cost of tuition. Under no circumstances will institutional scholarships and/or grants be combined with Tuition Remission.

1. Free Application for Federal Student Aid (FAFSA)–

An employee, spouse or Registered Domestic Partner or eligible dependent that is pursuing an undergraduate degree using Tuition Remission is required to complete a *Free Application for Federal Student Aid* (FAFSA). The FAFSA is the first step in the financial aid process. The FAFSA is used to determine eligibility for federal and state aid programs such as: Pell grant, Cal Grant, Federal Student Education Opportunity Grant (SEOG), federal student loans, and federal work-study.

For introductory instructions on how to complete the FAFSA online go to: “Completing the FAFSA” at www.fafsa.ed.gov/. As an additional resource for federal student aid, you may refer to the following website www.studentaid.ed.gov/. The University’s Financial Aid office can assist with the completion of the FAFSA. Applicants wishing to use tuition remission must apply by March 2nd of each year.

2. Federal Pell and Supplemental Educational Opportunity (FSEOG) Grants-

The federal Pell Grants are entitlement awards that are need based. Eligibility is determined by the Department of Education upon submission of the FAFSA. Pell Grants were created to offset the cost of education and as such can be used towards tuition, fees, room, board, books and supplies. Since the Pell Grant can be used towards other educational expenses beyond tuition, an employee or eligible dependent that is awarded a Pell Grant may receive this award above and beyond the tuition remission benefit.

The federal SEOG grants are entitlement awards that are need based. Eligibility is determined by the Department of Education upon submission of the FAFSA **AND** by yearly budget allocations given to the institution. SEOG Grants were created to supplement financial aid for Pell Grant eligible recipients to offset the cost of education. As such SEOG grants can be used towards tuition, fees, room, board, books and supplies. When awarded, an employee or eligible dependent may receive

this award above and beyond the tuition remission benefit.

3. Cal Grant-

An employee or eligible dependent pursuing an undergraduate degree using tuition remission is also required to complete a FAFSA. Information may be obtained at the California Student Aid Commission's Website (www.csac.ca.gov). The Cal Grant is a tuition driven award meaning that per California (CSAC) regulation the award may only be applied towards tuition. When an employee or eligible dependent (who is 100% eligible for tuition remission) receives a Cal Grant the tuition remission benefit will cover the remaining gap between the Cal Grant award and the cost of tuition. Please contact the University's Financial Aid Office for assistance with additional questions you may have related to the completion of the Cal Grant. Applicants must apply by March 2nd of each year.

4. Books & Supplies Concession-

As an incentive, those employees and/or eligible dependents that receive a Cal Grant will receive bookstore vouchers worth up to the maximum amount for the year published by CSAC to help pay for their books, supplies and fees. For current year maximum amount, contact the Office of Students Accounts. No cash refund to the student will be allowed. Under no circumstances will a voucher be issued for an amount greater than the CSAC books and supplies published component as referred above. The tuition remission amount will be reduced by the amount of the Cal Grant less the incentive pay amount.

K. Re-Employment

An individual who had been previously employed in a Tuition Remission eligible position for a minimum of one year, and who is subsequently re-employed within six months of the date of separation, will be credited with the prior service.

L. No Guarantee of Employment or Admission

The existence of the Tuition Remission Benefit program does not imply that any individual will be employed for any specific period of time or for the requisite period of time in order to qualify for benefits under this program. Additionally, the eligibility for this program does not imply admission to a University of La Verne degree program, certificate or credential is guaranteed.

M. Taxability of Tuition Benefits

1. The University of La Verne's Tuition Remission Program adheres to the tax provisions of the Internal Revenue Code (IRC) Sections 127 and 117(d). Under Section 117(d), undergraduate tuition reduction provided to the employee, the

employee's spouse or dependents as defined under IRC Section 132(h) is excluded in full from gross income. Under Section 127, payments received by an employee for tuition for coursework is excludable from gross income up to \$5,250. This includes graduate tuition remission, but only to the maximum of \$5,250. These exclusions apply as long as the benefit does not discriminate in favor of highly compensated employees. Graduate tuition remission for the spouse or dependents remains taxable as no exclusion is provided under either Section 117(d) or Section 127.

2. Tuition Remission participants are encouraged to obtain counseling from their personal tax consultant.

N. Tuition Remission for the dependents of an employee deceased in service

1. Tuition remission will continue for eligible children of an employee deceased in service if death of an employee occurs:

a. During the first or second continuous year of tuition eligible employment, and a child is enrolled, that child is eligible for the current semester plus 1 semester or 2 terms of undergraduate study through age 24, at one-third or two-thirds remission in accordance with the schedule in section A.

b. After 2 but prior to 10 full continuous years of tuition eligible employment, and a child is enrolled, that child is eligible for the current semester plus 3 semesters or 6 terms of undergraduate study through age 24, at 100% remission.

c. After 10 full continuous years of tuition eligible employment, child is eligible to complete the degree through age 24 at 100% remission.

2. Tuition Remission will continue for the surviving spouse, or registered domestic partner of an employee deceased in service until remarried and will be eligible for tuition remission for no more than one degree as described below, if death of the employee occurs:

a. During the first or second continuous year of tuition- eligible employment, the spouse or registered domestic partner is eligible for the current semester plus 1 semester or 2 terms of study at one-third or two-thirds remission for a period not to exceed 2 years.

b. After 2 but prior to 10 full continuous years of tuition- eligible employment, the spouse or registered domestic partner is eligible for the current semester plus 3 semesters or 6 terms of study at 100% remission for a period not to exceed 3 years.

c. After 10 full continuous years of tuition- eligible employment, the

spouse or registered domestic partner is eligible, for a period not to exceed 5 years.

O. Medical Services Fee

For the healthcare insurance Medical Services Fee that is applicable to traditional undergraduate students, a waiver of the healthcare insurance fee will be granted only for those students who are dependents of a University employee who is participating in a University health and welfare medical insurance coverage plan in which the dependent is enrolled as an active participant. Thus, if the employee is not a participant in a University health and welfare medical insurance coverage plan, the tuition remission dependent will be required to pay the cash cost of the Medical Services Fee. Being a participant in a non-University health and welfare medical coverage plan does not qualify for the waiver of health care insurance fee.

P. Study Abroad

Tuition remission for eligible students in the Study Abroad Programs, such as BCA or CIEE are calculated based on direct out-of-pocket costs incurred by the University. All fees are the responsibility of the student. The Office of Student Accounts can assist with determining the amount of tuition remission.

Q. Tuition Benefits for Retirees or Former Employees with 20 or More Years of Service

Employees in good standing, who retire or otherwise voluntarily separate from the University after 20 or more years of service, will be eligible to register and/or audit up to five (5) semester units per term or semester at the cost of \$50.00 per course plus any additional fees that may apply to each course. This benefit applies to the former employee and his or her spouse or registered domestic partner. Doctoral or impacted courses are not available under this benefit. (Please refer to Section M regarding taxability of these benefits.)

R. Tuition Remission Application Process

Application for tuition remission should be requested through to the Office of Human Resources. The employee must complete the Tuition Remission Request/Authorization form and resign the form each term or semester of enrollment. The employee's signature affirms that, to the best of the employee's knowledge, all provisions of the tuition remission program have been met. The employee also provides verification that participating family members qualify for the benefits through a Marriage certificate, Registered Domestic Partner Certificate, Adoption or Guardianship certification or by submitting a copy of the current tax return. The Tuition Remission Request/Authorization form can be found at: <https://myportal.laverne.edu>/HR Portal on the HR Forms Section or in the Office of Human Resources. Students must apply for tuition remission and make financial arrangements for

their balance by the deadline date posted on the Student Accounts Website at <http://sites.laverne.edu/student-accounts/calendar/>. Students who do not make financial arrangements by the deadline date, will be assessed a late financial arrangement fee.

S. Drops, Withdrawal or Course Failure

Tuition Remission eligible employees, spouses or registered domestic partners, and dependents who enroll in the same course for the third time (after failing or withdrawing from the course twice) will be required to pay a \$300 fee before re-enrolling under Tuition Remission. This non-educational fee will be assessed for each subsequent fail or withdrawal of that same course.

T. Payment of Fees

Fees and expenses may be paid online through *MyLaVerne* or to the Office of Student Accounts. Timely payment arrangements for the balance not covered by Tuition Remission must be made according to the “Financial Arrangements” due dates listed in the University Catalog.

U. Separation from Employment

Employees who separate from the University, either voluntarily or involuntarily, while they or their qualified dependents members are registered in classes may choose whether to complete the classes or withdraw from them. For those who wish to complete the classes, payment to the University for tuition will be made as follows:

1. If the semester/term is 60% over, the employee, spouse, registered domestic partner or dependents will pay a pro-rated amount for the remainder of the semester/term.
2. If the semester/term is less than 60% over, the employee, spouse, registered domestic partner, or dependents will pay for the semester/term in full.
3. For those who wish to formally drop classes within the time frame stipulated by the Registrar, no tuition will be charged.

V. The University reserves the right to revoke Tuition Remission Benefits as it deems necessary.

Tuition Exchange

A. Please contact the, Office of Human Resources, which administers the Tuition Exchange program. The Guidelines for Tuition Exchange can be found at <http://sites.laverne.edu/hr/tuition-exchange-program/>.

B. Tuition Exchange (TE) is a national scholarship exchange program. Benefits (fees not included) are available to dependents of persons employed on a 100% full-time regular basis and are considered according to the same eligibility factors that govern the Tuition Remission benefits. Full-time regular employees and part-time dependent students are not eligible for Tuition Exchange.

1. For purposes of Tuition Exchange, dependents are defined as the eligible spouse or registered domestic partner, children, adopted children and stepchildren.
2. Tuition Exchange benefits will be granted to Import applicants with the best academic record based on GPA and standardized test scores.
3. Tuition Exchange benefits for Export applicants who have been admitted to a Tuition Exchange participating institution is not guaranteed. Each participating institution is able to approve or deny Tuition Exchange Scholarships to admitted applicants based on their own internal standards.
4. The University will award 32 more semesters of Tuition Exchange scholarships than University employees or dependents receive from other universities. The University will stop accepting Tuition Exchange students until the balance is below 32 semesters. The University is responsible for maintaining an balanced amount of Imports and Exports annually.
5. Tuition Exchange will not cover fees, books, health insurance or room and board.

Tuition Remission Policy (REV. 2016)