



TUITION REMISSION POLICY

The Tuition Remission Policy has been established to help Clark Atlanta University strengthen its human resources by providing eligible employees the opportunity to obtain, maintain or improve job and career related capabilities or pursue an approved degree through participation in academic courses of study. This opportunity is extended to the employee's spouse and dependent children (as defined only for the purposes of this policy). The remission or waiver of tuition is designed as a supplemental benefit intended to be applied after the eligible participant has applied for and received state and federal financial aid grants/scholarships for which they qualify. The University offers this benefit program at its discretion and reserves the right to modify or discontinue this benefit at its discretion. Notices regarding this benefit will be disseminated to employees at least thirty (30) days prior to the start of the affected semester.

EMPLOYEE ELIGIBILITY

- A. Faculty and staff members who are employed as regular, full-time, benefit-based employees and who have been so employed for one (1) continuous year on the date that the application is due are eligible to apply for this benefit. Employees hired and classified as temporary, contract and/or part-time are not eligible for this benefit.
- B. Tuition Waiver does not apply to enrollment in Continuing Education, the MBA for Working Professionals Program, or in Doctoral Programs.
- C. Enrolled employees who become inactive (i.e., extended Leave of Absence, FMLA) may complete the semester in which they are currently enrolled; however, the employees may not make application for another course or semester until they have returned to full-time active employment status.
- D. To maintain eligibility, an employee must comply with all of the provisions of this policy and maintain good academic standing as defined by the University's catalog.

SPOUSE AND DEPENDENT ELIGIBILITY

A. Spouse Eligibility

The spouse of an eligible employee may attend Clark Atlanta University if he/she meets the admissions requirements and they have been married for one (1) year, at the time of

the spouse's application. The employee must be prepared to provide a marriage license verifying the date of marriage, upon request, as proof of eligibility for a maximum of fifty percent (50%) tuition remission. Eligibility of a divorced spouse terminates at the end of the current semester of enrollment.

B. Dependent Child(ren) Eligibility

Dependent children of an eligible employee may attend CAU, Morehouse College, Morris Brown College or Spelman College under a reciprocal agreement if they meet the regular admissions requirements of those institutions.

1. For the purpose of this policy, eligible dependent child(ren) must be an unmarried bona fide dependent by criteria of the Internal Revenue Service, who has resided with the employee and for whom the employee has been the primary support for a minimum of one year (immediately preceding the semester of attendance).
2. For the purpose of this policy, an eligible child must be:
 - a) a natural-born child; or
 - b) legally adopted; or
 - c) a stepchild; or
 - d) a foster child, as evidenced by a court recognized Family and Children Services Agency or Probate Court of the United States of America; or
 - e) a child under the legal guardianship of the employee, as evidenced by a certified copy or original court order of the United States of America at least one (1) year before the date of enrollment.
3. Only dependent children under the age of twenty-four (24) are eligible to receive this tuition remission. A child who reaches age twenty-four (24) before the first day of class in a semester is not eligible to enroll. A child reaching the age of twenty-four (24) during any semester of enrollment is eligible to complete the class with remission, but is ineligible for any further remission as a dependent.
4. For the purpose of this policy, dependent children cannot be:
 - a) A veteran of any branch of the United States Armed Services; or
 - b) An emancipated (self-supporting) minor.
5. Dependent child(ren) of employees who retire or die with twenty (20) years of service that meet the above requirements will be eligible for this benefit if they meet the requirements of the University Tuition Remission Policy as it exists on the date of the intended enrollment.

GENERAL

- A. The award of tuition remission does not by itself authorize an employee's absence from work to attend courses scheduled during normal work hours. The employee must obtain a written authorization from the supervisor and department manager. Arrangements must be made in advance to compensate for the absence from work.
- B. Department/Unit Heads may not attend courses scheduled during normal business hours unless approved in writing by the Administrative Unit Head (V.P. of the Unit).
- C. A separate application for each participant must be completed for each academic year of attendance.
- D. The remission/waiver of tuition is designed to supplement tuition cost after the employee, spouse and dependent child(ren) have applied for Financial Aid. The Financial Aid Application must be completed prior to applying for tuition remission. The Tuition Remission Application must be completed in accordance with the following application(s) time periods and submitted to the Human Resources Office prior to the deadline(s).

Semester	First Day of Application	Application Deadline
*Fall	May 1	June 30
Spring	September 1	October 30

*Continuing students approved for Tuition Remission in the Fall Semester will remain eligible for tuition remission in the Spring Semester of that academic year without having to submit another application.

LIMITATIONS

- A. Tuition remission benefits are not transferable for any purposes.
- B. Eligible participants must apply for admission and meet all admission standards for the desired course or program.
- C. The Tuition Remission Application must be filed in the Human Resources Office before the deadline. Applications will not be accepted after the deadline.
- D. This policy allows the acquisition of only one degree for eligible employees, spouse and dependent child(ren).
- E. Employees are not eligible to attend CAU's Summer Session under this policy.
- F. Eligible spouse and dependent children may only enroll in credit-bearing courses.

- G. Eligible employees may be provided with up to one hundred percent (100%) tuition remission for up to six (6) credit hours in a given semester. A maximum of three (3) credit hours may be taken during the 9-to-5 normal working hours with the approval of the supervisor and the department/unit head. The employee must make up the time spent in class between 9 and 5.
- H. Fifty percent (50%) remission of actual tuition charges is the maximum an eligible spouse may receive after the application of financial aid received. A spouse may not receive tuition remission benefits in any one semester for more than an amount equivalent to fifty (50%) of the tuition charges for that semester for full-time status in the program in which the spouse is enrolled.
- I. An eligible dependent child(ren) may not receive remission benefits in any one semester for more than an amount equivalent to the tuition charges for that semester for full load status in the program in which the student is enrolled.
- J. A student may not receive tuition remission for more than the minimum credit hours required in the degree program in which the student is enrolled. If the student is not a degree candidate, the student will not be eligible for tuition remission for more than sixty (60) undergraduate credits.
- K. An eligible spouse or dependent must complete a degree course of study within seven (7) years from first date of enrollment.
- L. Grade Requirements and Limitations:
 - 1. Program participants must remain in the status of “good academic standing” as defined in the appropriate catalog.
 - 2. Students who are not in good academic standing are not eligible to receive tuition remission until they regain good academic standing.
- M. The payment of all nontuition costs including application, laboratory, parking fees, all other fees(including books and supplies) are the responsibility of the employee, spouse or dependent and are not covered as a benefit under this policy. The one exception is that full-time employees of Clark Atlanta University who are enrolled under the tuition waiver program will be exempt from the payment of student activity fees and student health center fees.
- N. An employee must remain in service at the University two (2) full years following the awarding of a degree to a spouse, dependent child or the employee. Failure to do so will cause a financial obligation to be placed on the student’s account; the amount of the obligation will be the amount of the tuition remission received during the last two semesters of study under the benefit program.
- O. By the mere participation in this program, the employee, spouse and dependents agree to abide by the provision of this policy. In the event the information in the application is

misrepresented, the employee will be responsible for refunding the full tuition awarded under this policy to the University.

APPLICATION PROCEDURE FOR TUITION REMISSION BENEFITS

To qualify for tuition remission benefits under this policy, an eligible employee, spouse and each dependent must complete an application for tuition remission for each academic year. An approved application constitutes eligibility for this benefit for the current academic year only.

- A. An application for admission to the University must be completed and the employee must meet the standard admission requirements and be accepted.
- B. Financial Aid Forms must be completed and filed with the College Scholarship Service.
 - 1. Complete the Georgia Tuition Equalization (GTEG/HOPE) form (Georgia residents).
 - 2. Complete the Free Application for Federal Student Aid (FAFSA). (Graduate students and noncitizens are *not* required to complete this form.)

Tuition remission will supplement the balance of the tuition requirements following the application of financial aid to the student's account.

- C. The employee must complete the Tuition Remission Application, obtain the appropriate approvals, and submit the application (with any required supporting documentation) to the Human Resources Department prior to the published deadline. If the application is for the employee, the scheduled work hours the employee has arranged to make up for the absence from work must be noted. The Human Resources Department will:
 - 1. verify the eligibility of the employee and/or spouse/dependent;
 - 2. submit the approved Tuition Remission Application to the Offices of Student Financial Aid, Student Accounts, and University Registrar for further processing; and
 - 3. forward the employee and department/unit head their copy of the application indicating the eligibility of the applicant.
- D. The Office of Student Financial Aid will:
 - 1. verify that the FAFSA, GTEG/HOPE application, and any required verification documents are on file;*
 - 2. determine the award amount based on enrollment status and other financial aid;
 - 3. run process to disburse funds to the student's account.

*The deadline to have a valid FAFSA, GTEG/HOPE application, and all verification documents in the Office of Student Financial Aid is June 15 of each academic year.

- E. The student is solely responsible for the registration of classes. In order to register with the Office of the University Registrar, the student must:
1. seek advisement from his/her academic advisor (contact his/her major department for advisor assignment);
 2. present proof of advisement (signed Web registration form) to the Office of the University Registrar, who will release the student's registration PIN so that he/she may register for classes;
 3. register for classes online using Panhernet as required by the University.
- F. The Office of Student Accounts will:
1. confirm that the tuition waiver has been applied to the student's award;
 2. financially enroll the student once their office is contacted by the student;
 3. ensure the student pays all applicable fees.

RECIPROCAL PROGRAM POLICY

- A. Employees of Morehouse College, Spelman College and Morris Brown College who have been employed for at least one continuous year and who are eligible for tuition waiver under their respective programs may apply to enroll their eligible dependent children in the Fall and Spring semesters at Clark Atlanta University. Participants must apply to and be approved for tuition waiver by their respective institution before applying to CAU. Once approved by CAU, the enrolled student will receive 100% tuition waiver. All other fees and expenses are the responsibility of the student.
- B. On a restricted basis, employees of the Atlanta University Center, Inc. (AUC, Inc.), who have been employed for at least one continuous year may apply to enroll their eligible dependent children in the Fall and Spring semesters at Clark Atlanta University. Enrollment is limited to four students at any given time. Participants must apply to and be approved by AUC, Inc., before applying to CAU. Once approved by CAU, two of the enrolled students as selected by AUC, Inc., will receive 100% tuition waiver, and two students as selected by AUC, Inc., will receive 50% tuition assistance. All other fees and expenses are the responsibility of the students.
- C. On a restricted basis, employees of Interdenominational Theological Center and Morehouse School of Medicine who have been employed for at least one continuous year may apply to enroll their eligible dependent children at Clark Atlanta University for the Fall and Spring Semesters. Enrollment is limited to two students from each institution at any given time. Participants must apply and be approved by their institution before being

considered for tuition assistance at Clark Atlanta University. Tuition assistance will be provided at a maximum of 50% of the tuition being charged at the time of enrollment. All other fees and expenses are the responsibility of the student.

- D. Former employees of Morehouse College, Spelman College and Morris Brown College who are subsequently hired by CAU after having attained eligibility for tuition remission benefits at their former institution will be granted these benefits at CAU if:
- Their last day of employment at their former institution is less than 90 days from their first day of employment at CAU; and
 - Their combined length of service at CAU and their former institution is at least 1 year (12 months).

Former employees of Morehouse College, Spelman College and Morris Brown College as described above who do not meet CAU eligibility requirements upon date of hire but who are currently using tuition waiver benefits for an eligible dependent will be allowed to continue using the benefits at CAU for the remainder of the academic year in which they were hired at CAU.

- E. This reciprocal agreement does not apply to the Summer School session at Clark Atlanta University.
- F. Applications approved by the participating institutions must be received at Clark Atlanta University within the time frames published for each semester. Applications received after those dates, even if approved by the participating institution, will be rejected by Clark Atlanta University.

SEPARATION FROM THE UNIVERSITY

A. Involuntary Separation

The University may grant an employee in good standing, who is involuntarily separated from the University, the privilege to complete the current academic semester in which he/she is enrolled. This also applies to the spouse and dependent children. At the completion of the academic semester, this privilege will automatically terminate. This does not apply to employees who are separated for cause, as determined by the Director of Human Resources after consulting with the separated employee's supervisor. Employees separated for cause may complete the semester at their own expense or may withdraw in accordance with the withdrawal policy of the University.

B. Voluntary Separation

If an employee who is currently obtaining benefits or has previously obtained benefits for themselves, their spouse or dependent children under this policy, voluntarily separates from the University for any reason within two (2) years of the completion of a course or

degree program, the employee must refund the University the full amount of all tuition waiver benefits received within the last two semesters of attendance at the University. The refund is due within three (3) months following the date of the employee's separation. In the case of voluntary separation due to permanent disability, ill health or parental or spouse death, the University will waive the refund. Currently enrolled dependents of an active employee who dies with fewer than 20 years of service to the University will be allowed to complete the academic year in which the death of the employee occurs, as long as all other eligibility criteria are met.

EFFECTIVE DATE

This policy supersedes all previous tuition remission waiver policies and shall apply beginning with the Fall Semester 2006.

INTERNAL REVENUE SERVICE GUIDELINES: Employees receiving this benefit should contact their tax consultant regarding these benefits, which may be covered by Section 127 of the IRS Code.