

3.1.10

Issued: October 29, 1999
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SUBJECT: EMPLOYEE SCHOLARSHIP PLAN

ELIGIBILITY: The following persons are eligible (Eligible Person) for benefits under the Employee Scholarship Plan (Plan):

- ◆ full-time employees
- ◆ spouses and dependent children of full-time employees
- ◆ spouses and dependent children of deceased full-time employees, provided the deceased employee had five years service immediately preceding death and was an employee at the time of death.

For the purpose of this Plan, a dependent child is a single person under 25 years of age, living in the home of the surviving parent or legal guardian(s) and being claimed as a deduction on the surviving parent's income tax return.

BENEFITS: The Plan entitles an Eligible Person to enroll in courses at a reduced cost. The Plan is designed to cover tuition costs for an Eligible Person. Books, fees, and other costs of attendance are not covered by the Plan.

RESTRICTIONS:

For Employees:

- ◆ The scholarship for employees may not exceed the cost of seven credit hours
- ◆ Employees must enroll in classes outside of regular working hours
- ◆ In the event that a class is not available outside of regular working hours, an employee may enroll in a maximum of three credit hours during working hours with approval from his/her immediate supervisor provided that time away from work is made up within the work week
- ◆ Time not made up within the work week shall be charged as leave time
- ◆ The enrollment of an employee shall not be considered in determining whether there is sufficient enrollment to make a class

For Spouses and Dependent Children:

- ◆ The scholarship for spouses and dependent children may not exceed the cost of sixteen credit hours
- ◆ Spouses and children may enroll in either day or evening classes
- ◆ The enrollment of a spouse or dependent child shall not be considered in determining whether there is sufficient enrollment to make a class

RECIPIENT'S RESPONSIBILITY: Before an Eligible Person may submit an application for enrollment under the Plan, he/she must satisfy all requirements for admission to the College, complete all necessary financial aid forms and accept all financial aid (excluding loans) for which the Eligible Person is approved. However, it is not necessary for an Eligible person to accept a student loan in order to remain qualified under the Plan. Upon completion of this process, the Employee Scholarship Application Form (Attachment A) should be submitted to the Financial Aid Office. An Eligible Person must submit the application form for each semester in which he/she is enrolled under the Plan.

FINANCIAL AID: To the extent an Eligible Person qualifies for financial aid in addition to the Employee Scholarship, such financial aid shall be applied to costs in the following order:

- Tuition
- Fees
- Book charges in the Campus Store
- Room and Board

Once financial aid has been applied according to this sequence, the Employee Scholarship will pay any remaining balance of tuition cost according to established limits (employees—cost of seven credit hours; spouses and dependent children—cost of sixteen credit hours). Since the Employee Scholarship is applied only toward tuition costs, any remaining costs for fees, books, or room and board not covered by other financial aid are the responsibility of the student. Work-study benefits and loans are not considered in determining the balance of tuition costs.

OTHER REQUIREMENTS: The Employee Scholarship is awarded on a semester basis and continued eligibility must be demonstrated each semester. In the event the employment of an Eligible Person is terminated during a semester in which he/she is enrolled, the enrollment shall remain effective for the full semester without penalty.

Contact for Interpretation: Vice President for Enrollment Services

This policy statement supersedes all previous
policy statements on this subject.