ALMA COLLEGE

Employee Tuition Benefit Policy

In order to encourage faculty and administrative staff to extend their intellectual scope and interest in areas encompassed by the Alma College curriculum and to provide for the education of their spouses and other dependents, the college provides for grants to offset the cost of tuition for enrollment in classes.

ELIGIBILITY

1. Full time tenure track/tenured faculty
2. Full time exempt and non-exempt employees
3. Full time non-tenure track faculty who have been employed under full time, full academic year contracts by Alma College for the prior two years.
4. Employee dependents defined as:
   a. The spouse
   b. The child *(until the **age of 26** is reached)*
   c. The stepchild whose permanent residence has been with the employees for a minimum of three years prior to entering college.
   d. Any individual for who the employee *(active or emeritus)* is or has been legal guardian for at least three years immediately prior to entering college.
   e. Surviving dependents of an appointee who dies while under active contract or while on long-term disability.

*All of those above would be eligible for the benefit at the start of the term that occurs after an employee has been with the college 120 days from their date of employment. **Exception:** When the employee is married after beginning employment at Alma College, the employee's spouse will become eligible for the benefit at the beginning of the term following the marriage.*

CREDIT MAXIMUMS

Dependent Children/Stepchildren (*until the **age of 26** is reached*)

Must meet regular admissions and academic standards in order to qualify for benefits. Information regarding application to the college can be found at https://www.alma.edu/admissions/.

Without a Bachelor's Degree	**156 credit hour maximum**
With a bachelor's degree	**4 credit hour maximum**

How credit hours are counted toward maximums. *Credit hour maximums represent credits <u>attempted or completed</u>.*

Count against maximum
- Credits transferred into Alma College that fulfill program requirements needed to earn the degree.
- Dual enrolled credits that fulfill program requirements needed to earn the degree.

DO NOT count against maximum
- Courses dropped by or before the end of the 2nd week of a term.

Active and Emeriti Employees, Spouses   *NO credit hour maximum*

- Courses can be taken for credit or audited.
- Limited to 1 course per term for active employees. *(exceptions to this must be approved by direct supervisor and sector vice president)*
- Enrollment in a course will not be permitted if an undergraduate enrollee would be supplanted, except in situations where the course is needed by the employee or spouse to complete an Alma College degree.
- All coursework or class participation must be approved by the sector Vice President or President.

Dual Enrolled Students

Those wishing to use their benefit for dual enrollment course work while in high school need to secure funds through the high school and/or school district before requesting funds from Alma College to pay for the tuition.
- *To secure funds through the employee benefit you must complete the employee dependent grant request and submit a copy to the Human Resources office and also notify the financial aid office. Make sure to indicate on the form that these are for dual enrollment courses.*

APPLICATION AND RENEWAL PROCESS

- Those seeking to enroll must submit a Tuition Benefit Application by April 1st prior to the academic year they plan to enroll.
- Returning employee benefit recipients are strongly encouraged to submit the annual tuition benefit application by May 1st. This will avoid delays in having the benefit applied to the student account.

   IMPORTANT – benefits **will not be applied** to a student's account if there is not an approved Tuition Benefit Application on file for that academic year.

AWARDING & BILLING PROCESS

- Tuition charges will be covered fully in any term including overload charges up to an individual's remaining credits left under the benefit. *Exception overseas programs (see below)*

- The award is made based on the credits the student is enrolled in at the time the award is made. The registration is reviewed again at the time of billing and adjusted if enrollment has changed. A final check and any adjustments are made at the end of the 2 week drop and add period.

- The employee grant will pay to a student's and/or employee's account once we have processed the billing statement and there is an approved tuition benefit application on file.

- Tuition benefit pays first to all credits processed until a student meets their maximum credit hours. Once this has been met the employee/student would be responsible for the charges of any additional enrollment.

OVERSEAS AND SPRING TERM PROGRAMS

- The benefit will cover the tuition charge of the overseas institution and the college's administrative fee not to exceed the amount being charged for on-campus tuition.

- Dependents attending other institutions and who return to Alma College to participate in an overseas program will not be eligible to have tuition covered. The college will waive the administrative charge only.

- Only the tuition charge for a spring term is covered under the benefit.

SEPARATION OF EMPLOYMENT

- If an employee ceases to be employed by the college the employee benefit would be discontinued.

- The benefit would cover the remainder of the current term enrollment if the separation happens during a term.

- A student would be eligible for the original award of Alma College scholarships and grants determined upon acceptance to the college. Alma College scholarships and grants are available for up to 8 terms. The employee grant is counted as Alma aid and therefore, each term where the tuition benefit was used would be counted toward this limit.

  Example: *Student uses 4 terms of employee benefit. The employee then leaves. The student would have 4 terms of their original scholarships and grants available for use.*

- Alma College scholarships and grants are also subject to the off-campus aid reduction policy located at https://www.alma.edu/admissions/financial-aid/policies/#nomeal