EDUCATION BENEFIT

PURPOSE: To establish a Franklin Pierce University educational benefit for all full-time employees and their families.

POLICY: The University will provide, for all eligible full-time, academically qualified employees, their spouse and children, a selection of educational benefit programs on either a partial scholarship basis or at full tuition remission.

DATE APPROVED: September 1, 2004
REVISED: September 1, 2007; August 21, 2006

PRACTICE & PROCEDURES:

FRANKLIN PIERCE TUITION REMISSION SCHOLARSHIP PROGRAMS
I. UNDERGRADUATE STUDIES
   A. Provides 100% tuition scholarships for all undergraduate courses taken at FPC, including summer courses and courses taught in the Division of Graduate and Professional Studies, but excluding any courses taken at the FPC affiliate, Richmond University, in London, England or any other course not taught on the Rindge campus with the exception of the Walk through Europe and the Vienna Campus, which is eligible for the full-tuition scholarship.
   B. This program is open to eligible full time employees, their spouse and children after one year of full time service. A year of service is completed on the anniversary date of hire. The corresponding University contribution then becomes effective commencing with the next following semester, session, or term.
   C. Tuition scholarships do not apply to room and board charges, University fees of any sort, including, but not limited to, LEAP credit fees, course fees, health fees, student activity fees, or graduation fees, or directed or independent studies. Tuition Benefits replace (are not in addition to) all previously awarded, University-funded scholarships and grants.
   D. For courses with limited enrollment, the Educational Benefit cannot be used to replace a tuition-paying student. (This section does not apply to members of the collective bargaining unit.)

II. GRADUATE STUDIES
   A. Provides tuition scholarships for all graduate courses taken at FPC. This benefit is available to all eligible full time employees, their spouse and children after one year of full time service. A year of service is completed on the anniversary date of hire. The corresponding University contribution then becomes effective commencing with the next following semester, session, or term.
B. This benefit offers the employee 100% tuition remission scholarship for graduate courses. Graduate level tuition benefits may be taxable for employees, please refer to the IRS publication 970 - Tax Benefit for Education.

C. Dependents of eligible full time employees are offered a 50% tuition remission scholarship for graduate courses. This is a taxable benefit and will be processed in accordance to the current IRS law.

D. In both the Doctor of Physical Therapy (DPT) program and Doctor of Arts (DA) program the students must be registered as full-time students.

E. Program limits:
   1. The number of employees and dependents allowed in Masters – level graduate programs at any one time is ten (10).
   2. The number of employees or dependents allowed in the DPT and DA programs at any one time is two (2) each. The DPT program requires students to be enrolled full time to receive the education benefit. Members of the Collective Bargaining Unit are covered by the Collective Bargaining Agreement. In the event that more that two employees or their dependents wish to apply for the tuition remission graduate scholarship program at one time, available spaces will be awarded based on seniority.

F. Tuition scholarships do not apply to room and board charges, University fees of any sort, including, but not limited to, LEAP credit fees, course fees, health fees, student activity fees, or graduation fees, or directed or independent studies.

G. For courses with limited enrollment, the Education Benefit cannot be used to replace a tuition-paying student. (This provision does not apply to members of the collective bargaining unit.)

III. FPC PROGRAMS - HUMAN RESOURCES APPLICATION/CERTIFICATION PROCESS
Forms must be completed and approved prior to the employee or their dependents registering or attending classes at FPC. These forms are available from the Human Resources Office or on-line through the e-Raven HR Website. Once approved by Human Resources, the forms will be forwarded to the Student Financial Services Office for processing.

A. "Student Eligibility Certification" form. This form is to be completed once by the employee for each dependent wishing to participate in the Educational Benefit Program to verify the employee’s employment eligibility for this benefit.

B. “Employee Education Application” form. Employees need to complete one application form for the entire year (per employee/dependent) projecting anticipated enrollment for each term throughout the academic year.
   1. If the employee wishes to simply audit a course, this must be stated on the Employee Education Application and no credit will be given.

C. “Employee Education Benefit Exception Agreement” form. Employees are encouraged to take courses that do not conflict with their regularly scheduled work hours. Exceptions must have prior supervisory approval. The employee must attach, to the "Employee Education Benefit Application" form, an approved "Exception Agreement" form stating how they will make-up work hours missed while in class.
   1. When completed it must be signed by the employee’s supervisor and then submitted first to the Human Resources Office and then to the Financial Aid Office.
2. Such hours made-up must be worked during the same pay-period, or they will be deducted from the employee’s time card for that period.

IV. FPC PROGRAMS - ADMISSIONS APPLICATION/REGISTRATION PROCESS
A. For full time Rindge students, an "Application for Admissions" form is obtained from the Admissions Office and when completed is deposited at that office. A financial deposit is required if registering for twelve (12) or more credits. A housing deposit is required of all resident students.
B. Employees applying to the Graduate & Professional Studies Division must contact the Campus Director at the location in which they are interested for admissions and registration information.
C. Once the student applicant has received clearance from Admissions or the Campus Director and have processed the proper paperwork with Human Resources they must then visit the Bursar's Office to obtain financial clearance, and proceed to the Registrar's Office for final course approval.

V. FPC PROGRAM - GENERAL INFORMATION
A. Exceptions to any waiting period required by this policy are limited to contingency of employment waivers which must be requested by the hiring supervisor, and approved by the Senior Staff prior to the prospective employee's actual hire date.
B. An employee may wish to audit a course for personal enrichment. No grade will be assigned to the course however; the application process remains the same for a for credit course.

TUITION EXCHANGE/REMISSION SCHOLARSHIP PROGRAMS
- Franklin Pierce University participates in three external tuition scholarship programs. This is available for the employee’s dependent children only.

I. PARTICIPATING SCHOLARSHIP PROGRAMS
A. NEW HAMPSHIRE UNIVERSITY AND UNIVERSITY COUNCIL (NHCUC) PROGRAM
   1. The NHCUC Cooperative Tuition Remission Program is a network of seven private Universities and universities in New Hampshire willing to accept, tuition-free, students from families of full-time faculty and staff of other NHCUC participating institutions.
   2. Participating institutions are: Colby-Sawyer University, Daniel Webster University, Franklin Pierce University, New England University, Southern New Hampshire University, Rivier University, and St. Anselm University.
B. TUITION EXCHANGE (TE) PROGRAM
   1. This is a reciprocity program known as TE and awards either partial or full tuition relief for undergraduate courses at over 580 Universities and universities participating in the TE Program.
   2. Lists for participating Universities can be found at: http://www.tuitionexchange.org/partinst.cfm
C. COUNCIL OF INDEPENDENT UNIVERSITIES TUITION EXCHANGE (CIC) PROGRAM
   1. The CIC Tuition Exchange Program (CIC-TEP) is a network of CIC Universities and universities willing to accept, tuition-free, students from families of full-time employees of other CIC-TEP institutions. Each
participating institution in the network agrees to import a limited number of students on the same admission basis as they accept all other students, without regard to the number of students it exports. Over 350 Universities participate in this program.

2. Lists for participating Universities can be found at: http://www.cic.edu/tep/participants.asp

II. TUITION EXCHANGE/REMISSION SCHOLARSHIP - ELIGIBILITY

A. To be eligible for this program, the parent or guardian must have completed one year of full time employment with FPC.

B. The participating student must be a dependent child of the employee. (Note: NHCUC requires the dependent to be claimed on the employee’s tax return.)

C. Student applicants must be admissible at the host/importing institution in accordance with regular institutional admission standards and must comply with all host institution financial aid policies and procedures.

D. Applicants must also maintain good academic standing and satisfactory academic progress.

E. Students are responsible for all non-tuition charges-room, board, and fees.

F. It is important to note that Franklin Pierce University can only grant an employee the opportunity to apply for one of these scholarships. Awarding of scholarships is determined by the receiving school.

III. TUITION EXCHANGE PROGRAM - HUMAN RESOURCES APPLICATION & CERTIFICATION PROCESS

A. FORMS

1. Any employee who wishes to apply for any of the Tuition Exchange Programs must complete the “Tuition Education Program Application” no later than the second Friday in November for the following academic year.

2. The “Tuition Education Program Application” form must be completed by the employee each year their dependent (s) wish to participate in the program.

3. Any late submissions may make the employee in-eligible to participate in the program.

B. APPLICATION

1. The employee’s child must apply and be accepted for admission to the University/University in which he/she wishes to receive the tuition remission scholarship.

2. When an employee’s child has been accepted by a participating institution under the NHCUC, TE, or CIC Program, it becomes the employee’s responsibility to contact the financial aid office of that institution to confirm the amount of scholarship and the tuition balance owed, if any. The financial aid officer of that institution will then make a referral to their exchange officer, so that additional information may be obtained, including instructions on how to obtain financial clearance prior to class registration.

3. All of the Tuition Exchange programs require that the student apply each year through FPC Human Resources Department for continuation in their Tuition Remission Program. It is the student and the employee’s responsibility to meet any appropriate deadlines.
IV. TUITION EXCHANGE PROGRAM - GENERAL INFORMATION

A. The number of employees allowed to apply for one of the Tuition Exchange scholarships will be determined in a way that will keep the school in balance with the exports and imports as determined by the sponsoring organization.

B. The number of employees allowed to apply for these scholarships will be determined by the Human Resources Manager.

C. Participating institutions in the NHCUC, TE, and CIC Programs all have the option to refuse acceptance of additional students from Franklin Pierce when, in their judgments, an excessive imbalance exists between students received and students sent.

D. The financial amount of any scholarships or the ability to award scholarships by Franklin Pierce University or any of the other participating institutions is always subject to change at any time.

DEFINITION OF TERMS

A. "Spouse" - Husband or wife who is the employee's legal partner in marriage.

B. "Children" –
   1. FPC Programs: Employee's child, stepchild or adopted child through thirty (30) years of age, regardless of marital status, tax status or residence. When a "child" who is currently enrolled reaches age 30, eligibility will be maintained only by continuous enrollment in each and every subsequent semester/term.
   2. Tuition Exchange Programs - Employee's child, stepchild or adopted child must qualify as an IRS dependent child.

C. "Retirement" - For purposes of this policy, retirement is defined as a combination of age 55 or older, and a minimum of 15 years continuous full-time service.

TERMINATION OF EMPLOYMENT:

A. Employees and/or their spouse and children that are registered and attending class(es) at FPC or one of the other participating institutions under this policy cease to be eligible for this benefit at the completion of the semester or term during which the employee's employment terminated. Classes must have commenced prior to the actual date termination notice was given.

B. Currently enrolled child/children of an eligible employee with fifteen (15) or more years continuous University service who dies or retires, may continue to qualify for tuition remission under the FPC Program provided they continue to satisfy all other stated eligibility requirements.

FORMS

A. FPC - Student Eligibility Form
B. FPC - Employee Education Application Form
   1. Rindge Undergraduate Programs
   2. GPS Undergraduate Programs
   3. GPS Graduate Programs
   4. Part-Time/Mixed Undergraduate Programs – This form is if you or your dependent plans on taking courses at both the Rindge and GPS campuses
C. FPC - Employee Exception Agreement
D. Tuition Remission/Scholarship Programs - Tuition Benefit Program Application