



**Education Benefit
Tuition Remission for Franklin Pierce University Courses**

Section: Employee Benefits
Initial Date Approved: September 1, 2004 by Senior Staff
Reviewed/Reaffirmed: August 27, 2014 by Senior Staff
Effective Date: February 25, 2014
Revised: August 21, 2006; September 1, 2007; July 1, 2010; July 1, 2011, February 24, 2014

I. Purpose

To establish educational benefits for Franklin Pierce University full time employees and their family members.

II. Policy

The University will provide, for eligible full time, academically qualified employees and their eligible spouse and children, educational benefit programs that include full or partial tuition remission.

III. Practices and Procedures

I. Type of Benefits:

- A. Franklin Pierce Tuition Remission
 - 1. Undergraduate studies
 - 2. Graduate studies

II. Franklin Pierce Tuition Remission - Undergraduate

Eligibility: Tuition remission for undergraduate courses at 100% for full time employees and their eligible spouse, registered domestic partner, and dependent children following one full time year of continuous employment. Staff hired on or after June 1, 2014 will be eligible after one full year of continuous employment, with eligible spouse, domestic partner and dependent children becoming eligible following three full years of continuous employment. Faculty members' tuition benefits are detailed in the Collective Bargaining Agreement (CBA).

Undergraduate dependent children who are students must complete a FAFSA for student financial aid.

Benefit: Franklin Pierce (FPU) will provide 100% tuition remission for all undergraduate courses taken at FPU, including courses offered online through the College or Graduate and Professional Studies (CGPS). Tuition remission is not available at the FPU affiliate, Richmond University or any other course not offered on the Rindge campus. Tuition remission is available for the Walk through Europe and the Vienna Campus.

Tuition remission does not include room and board, University fees (LEAP fees, course fees, health fees, student activity fees, or graduation fees) or charges for directed or independent study. For courses with limited enrollment, students using tuition remission cannot replace a tuition-paying student (this does not apply to members of the faculty



covered by the CBA). The benefit does not include courses that are repeated due to a failing grade. Supervisor approval is required to retake a job-relevant course if the grade received is less than a 2.0.

Beginning with Term 1 and/or the Fall 2014 semester, undergraduate students are expected to maintain a minimum of a 2.0 GPA to continue eligibility for this benefit. Dependent children are expected to complete an undergraduate degree within six (6) years. This is the maximum benefit provided.

III. Franklin Pierce Tuition Remission – Graduate Studies

Eligibility: Tuition remission for graduate courses at 100% for full time employees and 50% tuition remission for their eligible spouse, registered domestic partner and dependent children following one full time year of continuous employment. Staff hired on or after June 1, 2014 will be eligible after one full year of continuous employment, with eligible spouse, domestic partner and dependent children becoming eligible following three full years of continuous employment. Rindge Faculty members' tuition benefits are detailed in the Collective Bargaining Agreement (CBA).

Graduate students are expected to maintain a minimum of a 3.0 GPA to continue eligibility for this benefit.

Graduate tuition remission may be taxable for employees. Please refer to IRS Publication 970 – Tax Benefit for Education for additional information. Graduate tuition for spouse, domestic partner or eligible dependent children is taxable and will be processed in accordance with IRS regulations.

Benefit: Franklin Pierce (FPU) will provide 100% tuition remission for all undergraduate courses taken at FPU, including courses offered online through the College or Graduate and Professional Studies (CGPS). Tuition remission is not available at the FPU affiliate, Richmond University or any other course not offered on the Rindge campus. Tuition remission is available for the Walk through Europe and the Vienna Campus.

Tuition remission does not include room and board, University fees (LEAP fees, course fees, health fees, student activity fees, or graduation fees) or charges for directed or independent study. For courses with limited enrollment, students using tuition remission cannot replace a tuition-paying student (this does not apply to members of the Rindge faculty covered by the CBA).

For the Doctor of Physical Therapy (DPT) and the Master of Physician's Assistant Studies (MPAS) programs, student must be registered as full time students. The program is limited in enrollment and only two employees and/or dependents will be enrolled at one time with seniority of employment of the employee being the determining factor in the event of multiple applications. For full time Rindge faculty, the CBA will prevail.

IV. Process for Receiving Franklin Pierce University Tuition Remission



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- A. The process and forms are available on the FPU HR website through e-Raven. Completed forms should be submitted to Human Resources prior to the start of the course(s) and will be forwarded to Student Financial Services for processing.
 - 1. **Student Eligibility Certification** – completed by the employee for participation in education program to verify employment eligibility to receive the benefit.
 - 2. **Employee Education Application** – completed annually by the employee and/or the employee's dependent projecting anticipated enrollment. Courses taken for audit or no credit must be noted on the form.
 - 3. **Employee Education Benefit Exception Agreement** – completed when the course times conflict with the employee's working hours. Employees are encouraged to take classes during non-working hours. The Exception Agreement must be completed and attached to the Benefit Application form and the employee will indicate how work hours missed for classes will be made up. All hours to be made up must be done so in the same pay period or the hours will be deducted from the employee's time card for that period.

V. Admissions Application and Registration Process

- A. Employees or eligible dependents attending FPU at Rindge or through CGPS must complete the application and enrollment process. Rindge students should contact the Office of Admissions. A financial deposit is required if registering for twelve (12) or more credits. A housing deposit is required for residential students.
- B. Employees attending through CGPS should contact the Campus Director at the location at which they are interested for admissions and registration information.
- C. Once the student applicant has received notification of admittance and completed all paperwork through Human Resources, they should obtain financial clearance through the SFS Office, then proceed to the Registrar's Office for final course approval.

VI. Additional 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 as for a credit course.
- C. In any instance where the Rindge Faculty's CBA information differs from that in the policy, the CBA will prevail.
- D. Education benefits for eligible dependent children may be extended to separated employees with permission of the University President or by written agreement within the confines of the policy regarding age and years of eligibility.

VII. Definition of Terms

- A. "Spouse" - Husband or wife who is the employee's legal partner in marriage.
- B. "Domestic Partner" – Partner who has completed paperwork that has been filed in Human Resources.
- C. "Children" –
 - 1. FPU Programs: Employee's child, stepchild or adopted child through twenty six



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- (26) years of age, regardless of marital status, tax status or residence. When a "child" who is currently enrolled reaches age twenty six (26), cease to be eligible for this benefit at the completion of the semester or term.
2. Tuition Exchange Programs - Employee's child, stepchild or adopted child must qualify as an IRS dependent child.
- D. "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.

VIII. Termination of Employment

- A. Employees and/or their spouse and children that are registered and attending class(es) at FPU 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 scholarship under the FPU Program provided they continue to satisfy all other stated eligibility requirements.