

## **EDUCATION BENEFIT**

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

**POLICY:** The College 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

### **PRACTICE & PROCEDURES:**

#### **I. FRANKLIN PIERCE COLLEGE (FPC) PROGRAM:**

- A. This program provides full 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 College, in London, England or any other course not taught on the Rindge campus with the exception of the Walk through Europe, which is eligible for the full-tuition scholarship.
- B. This program is open to eligible employees, their spouse and children after one year of full time service.
  - 1. A year of service is completed on the anniversary date of hire. The corresponding College contribution then becomes effective commencing with the next following semester, session, or term.
  - 2. Tuition scholarships do not apply to room and board charges, College 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.
  - 3. Tuition Benefits replace (are not in addition to) all previously awarded, College-funded scholarships and grants.
  - 4. 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.)
- C. Tuition scholarships for graduate study are also available to employees and dependents.
  - 1. Employees are eligible for full-scholarships. To the limit that the law allows, this benefit will be tax-free.
  - 2. Dependents are eligible for a 50% tuition scholarship. This will be taxed in accordance to current law.
  - 3. The number of employees or dependents allowed in the physical therapy program at any one time is two (2). These students must be full-time, day students.

4. The number of employees and dependents allowed in other graduate programs at any one time is ten (10).
5. This program is available to employees after one full year of service. A year of service is completed on the anniversary date of hire. The corresponding College contribution then becomes effective commencing with the next following semester, session, or term.
6. Tuition scholarships do not apply to room and board charges, College 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.
7. 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.)

#### D. Admissions and Registration Process for All Applicants

1. A "Student Eligibility Certification" form is obtained from the Human Resources Office. When completed, it is returned to that office.
2. A "Employee Education Application" form is also obtained from the Human Resources Office. 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.
3. 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.
4. All student applicants must then visit the Bursar's Office to obtain financial clearance, and then proceed to the Registrar's Office for final course approval.
5. Eligible returning students need only resubmit an approved "Employee Education Benefit Application" form for subsequent semesters/terms.

#### E. Employee Applicants

1. 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.
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.
3. 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.

## II. NEW HAMPSHIRE COLLEGE AND UNIVERSITY COUNCIL (NHCUC) PROGRAM:

- A. This is a reciprocity program known as the Cooperative Tuition Remission Exchange Plan which provides full tuition scholarship for all undergraduate courses during the normal academic year taken at any participating NHCUC member institution. It does not include summer or continuing education courses.
- B. Participating institutions are: Colby-Sawyer College, Daniel Webster College, Franklin Pierce College, New England College, Southern New Hampshire University, Rivier

College, and St. Anselm College.

- C. This program is open to all eligible children of employees who are applying for full-time enrollment.

III. TUITION EXCHANGE (TE) PROGRAM and the COUNCIL OF INDEPENDENT COLLEGES TUITION EXCHANGE (CIC) PROGRAM:

- A. These national programs offer tuition relief for all undergraduate courses at over 300 colleges and universities participating in the TE Program, and over 250 colleges and universities participating in the CIC Program. Lists may be obtained from the Franklin Pierce College Human Resources Office.
- B. These reciprocity programs, open to eligible children of employees, award either partial or full tuition scholarships.
- C. If the number of requests for the opportunity to apply for these Scholarships exceed the number that Franklin Pierce College, can grant, the opportunity to apply will be granted based upon the employee's seniority at Franklin Pierce College. Any employee not granted the opportunity to apply will be placed on a waiting list. In the event a FPC employee is placed on a waiting list, they will be placed in order of College seniority.
- D. It is important to note that all that Franklin Pierce College can do is grant an employee the opportunity to apply for one of these scholarships. It is up to the awarding school to determine if the employee's dependent receives a scholarship.
- E. The number of employees allowed to apply for one of these 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.
- F. The number of employees allowed to apply for these scholarships will be determined by the Director of Human Resources.
- G. The intention to apply for either program must be stated, in writing, by November 15th of the year in which the initial application is to be made (i.e.: the November immediately preceding the anticipated September of entrance).

IV. GENERAL INFORMATION:

- A. 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 judgements, an excessive imbalance exists between students received and students sent.
- B. The financial amount of any scholarships, or the ability to award scholarships by Franklin Pierce College or any of the other participating institutions is always subject to change at any time.
- C. 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.
- D. All of the Tuition Exchange programs require that the student apply each year. It is the student and the employee's responsibility to meet any appropriate deadlines.
- E. The Tuition Waiver benefit at FPC requires that the employee apply each semester or

term prior to registration.

V. GENERAL ELIGIBILITY REQUIREMENTS:

- A. Employees become eligible for participation in the undergraduate Tuition Waiver and Tuition Exchange programs upon the completion of a waiting period of one full-time employment year (a full twelve-(12) months from the actual date of hire).
- B. Qualifying spouse and children become eligible upon the employee's completing a waiting period of one full-time employment year (a full twelve-(12) months from the actual date of hire).
- C. 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.

VI. REGISTRATION TO ALL PROGRAMS:

- A. Employees must first complete a "Student Eligibility Certificate" form that can be obtained from the Human Resources Office.
- B. In addition, for the NHCUC, TE AND CIC programs, employees must obtain an application form from the Human Resources Office. As registration for these programs is on an annual basis, new applications must be filed each year.

VII. DEFINITION OF TERMS:

- A. "Spouse"
  - 1. Husband or wife who is the employee's legal partner in marriage.
- B. "Children"
  - 1. FPC, and TE 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. NHCUC and CIC Programs - Employee's child, stepchild or adopted child must qualify as an IRS dependent child.
- C. "Retirement"
  - 1. 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 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. A currently enrolled child/children of an eligible employee with fifteen (15) or more years continuous College 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.