

FRANKLIN PIERCE UNIVERSITY TUITION ASSISTANCE PROGRAM INFORMATION

The university offers tuition assistance for college-age dependent children through three programs: NHCUC Cooperative Tuition Remission Program, CIC- TEP Tuition Exchange Program and TE- Tuition Exchange, Inc. Separate application for children attending Franklin Pierce University are available in Human Resources.

DEADLINES	
November 15	Application Deadline
December 1	Deadline for Human Resources to notify employee of acceptance in the program.
February 1	Notification of any changes made to the institutions for which your dependent child has applied.
May 1	Deadline for student to notify Human Resources of acceptance at one of the participating institutions.

EMPLOYEE ELIGIBILITY

If you are employed in a full-time position and have satisfied the service requirement below, you are eligible to apply for one of the Tuition Exchange Programs/Scholarships for your dependent child. If you work less than full-time or hold a temporary or casual position at the university, you are not eligible.

SERVICE REQUIREMENT

You must have been employed by Franklin Pierce University for at least one year of full-time employment prior to participation in this plan. If an employee who has less than one year of service here at Franklin Pierce University, but has worked at another NHCUC institution where that employee became eligible for this benefit, his/her eligibility will remain in force while employed full-time at any participating NHCUC institution.

DEPENDENT ELIGIBILITY

Applications for tuition exchange program/scholarships may be made for a natural or adopted child or stepchild of yours or your spouse. For participation in NHCUC, the child must be unmarried and must qualify as your tax dependent under IRS guidelines.

Eligibility for the tuition exchange program/scholarship guarantees that your dependent child may request certification from Franklin Pierce University for a scholarship. Due to the program restrictions the University may not be able to certify your dependent is eligible to apply for a scholarship. Importing institutions actually award the scholarships.

The university reserves the right to amend, modify or terminate the program at any time.

QUESTIONS REGARDING THE TUITION ASSISTANCE PROGRAM:

- Education Benefit Policy:
http://eraven.fpc.edu/s/dept/hr/AdminPolicyManual/APM_CollegeBenefits/Education%20Benefit.pdf
- Forms are available on eRaven:
http://eraven.fpc.edu/s/dept/hr/Forms/Education_Benefit_Forms/Education_Benefit_Forms.htm
- To speak to someone from the Human Resources Dept call 899-4075.

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

REVISED: 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 College, 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 College contribution then becomes effective commencing with the next following semester, session, or term.
- C. 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. Tuition Benefits replace (are not in addition to) all previously awarded, College-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 College 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, 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.
- 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 College participates in three external tuition scholarship programs. This is available for the employee's dependent children only.

I. PARTICIPATING SCHOLARSHIP PROGRAMS

- A. **NEW HAMPSHIRE COLLEGE AND UNIVERSITY COUNCIL (NHCUC) PROGRAM**
 - 1. The NHCUC Cooperative Tuition Remission Program is a network of seven private colleges 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 College, Daniel Webster College, Franklin Pierce College, New England College, Southern New Hampshire University, Rivier College, and St. Anselm College.
- 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 colleges and universities participating in the TE Program.
 - 2. Lists for participating colleges can be found at: <http://www.tuitionexchange.org/partinst.cfm>
- C. **COUNCIL OF INDEPENDENT COLLEGES TUITION EXCHANGE (CIC) PROGRAM**
 - 1. The CIC Tuition Exchange Program (CIC-TEP) is a network of CIC colleges 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 colleges and universities participate in this program.
 - 2. Lists for participating colleges 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 College 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 College/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 College 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 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.

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

COLLEGE CHOICE & COLLEGE COSTS

A Sampling of Materials in the FPU Library

College Choice:

Peterson's Guides (reference only):

- 4-year and 2-year college guides (REF L901)
- Interactive CD-ROM (at Reference Desk)
- College & university administrators (REF L900)
- Distance learning (REF LC6509)
- Graduate & professional programs (REF L900)

Other College Guides (reference only):

- Barron's Profiles of American Colleges (REF L901 .P72 2003)
- Bears' Guide to Earning College Degrees Nontraditionally (REF L901 .B37 1997)
- Colleges That Encourage Character Development: A Resource for Parents, Students, & Educators (RE L901 .C79 1999)
- The Making A Difference College and Graduate Guide (REF L901 .W45 1999)
- Peterson's Study Abroad (REF LB2376 .P47 2005)
- UNESCO Study Abroad (REF LB2338 .S86 2005)

Circulating Materials:

- Hernández. (1997). A is for admission: the insider's guide to getting into the ivy league and other top colleges. New York: Warner Books. *LB2351.2 .H45 1997*
- Springer & Franck. (2005). Admission matters: what students and parents need to know about getting into college. San Francisco: Jossey-Bass. *LB2351.2 .S67 2005*
- Steinberg. (2002). The Gatekeepers: inside the admissions process of a premier college. New York: Viking. *LB2351.2 .S72 2002*

College Costs:

Financial Aid Sources (reference only):

- These are mostly found in the Reference section in the LB2300 call number range
- Peterson's College Money Handbook (REF LB2337.4 .P68 2000)
- Art & Design Scholarships: A Complete Guide (REF N347 .A772 1995).
- Apple Guides—guides to college tuition breaks for New England residents (REF LB2351.3 call number area)
- National Directory of Scholarships, Internships, and Fellowships for Latino Students (REF LB2338 .C66 2003)
- How to Find Out About Financial Aid and Funding (REF LB2338 .S345 2003)

Circulating Materials:

- Re. (2003). Financial aid financier : expert answers to college financing questions. Alexandria, Va.: Octameron Assocs. *LB2337.4 .R4 2003*
- Drum. (1996). Funding a college education: finding the right school for your child and the right fit for your budget. Boston: Harvard Business School Press. *LB2337.4 .D78 1996*
- Jorgensen. (1994). It's never too late to get rich: secrets of building a nest egg at any age. Chicago: Dearborn Financial Publ. *HG179 .J633 1994*
- King. (1999). Financing a college education: how it works, how it's changing. Phoenix, Ariz.: American Council on Education/Oryx Press. *LB2337.4 .F565 1999*.
- Stringer. (1998). It's all relative: the role of parents in college financing and enrollment. Indianapolis, Ind.: USA Group Foundation. *LB2337.4 .S77 1998*

FINANCIAL AID RESOURCES ON THE WEB *

FinAid!

<http://www.finaid.org/>

This award-winning site has grown into the most comprehensive annotated collection of information about student financial aid on the web.

Access to FinAid is free for all users and there is no charge to link to the site.

FastWeb

<http://www.fastweb.com/>

FastWeb is the nation's recognized leader in helping students make the decisions that shape their lives: choosing a college, paying for college and finding jobs during and after college.

And it's all free.

2002 Colleges, College Scholarships, and Financial Aid <http://www.college-scholarships.com/>

The 2001 Colleges, College Scholarships, and Financial Aid page is designed to offer college bound students, parents, and counselors easy access to information on: colleges and universities throughout the United States, free college scholarship and financial aid searches, SAT and ACT test preparation tips, and more.

CollegeNET

<http://www.collegenet.com/guide/scholarships.html>

CollegeNET is a portal for admissions applications. It provides general information about financial aid and sources of aid.

The College Board

<http://www.collegeboard.org/pay/index.html>

The College Board financial aid page provides information about the costs of college and the forms of aid available. The College Board is a non-profit organization that supports students in their exploration of college.

U.S. Department of Education

<http://studentaid.ed.gov/PORTALSWebApp/students/english/parents.jsp>

The U.S. Department of Education suggests some brochures on planning for and funding college education.

Student Financial Assistance, US Department of Education

<http://www.ed.gov/offices/OSFAP/Students/>

This federal student financial aid page will provide help for every stage of the financial aid process, whether you're in school or out of school.

ScholarStuff.com List of Financial Aid Resources

<http://www.scholarstuff.com/netguide/financial-aid.htm>

ScholarStuff's NetGuide links to a variety of financial aid resources on the web. It also recommends books that might be useful.

** These are just a few of the many sites on the web. Use these as a starting point. Consult a librarian or a financial aid officer for more information.*

HELPFUL WEBSITES FOR THE COLLEGE SEARCH



Human Resources Intranet

<http://eraven.franklinpierce.edu/s/dept/hr/index.htm>

NEW HAMPSHIRE COLLEGE & UNIVERSITY COUNCIL

<http://www.nhcuc.org>

Once at the NH College and University Council web page to view the correct participating colleges you **must** follow these steps.

- Scroll half way down (on the left side menu) the web page.
- Find the section titled: Cooperative Tuition Remission Program
- Click on Underscored Text: Program Guidelines

VITAL PROGRAM INFORMATION LISTED UNDER FREQUENTLY ASKED QUESTIONS

<http://www.nhcuc.org/tuition%20remission%20program%20overview.htm>



<http://cic.edu/tep/>



<http://www.tuitionexchange.org>

NHCUC COOPERATIVE TUITION REMISSION PROGRAM
POLICY GUIDELINES

Participating Schools:

Colby-Sawyer College	New Hampshire College & University Council
Daniel Webster College	Rivier College
Franklin Pierce College	Saint Anselm College
New England College	Southern New Hampshire University
Policy Guidelines	

1. Dependent sons and daughters of eligible faculty and staff of the above listed participating institutions may attend any of the cooperating institutions on a tuition free basis, only when enrolled on a full-time basis. The Internal Revenue Service definition of a child dependency will be used to determine eligibility. The employee must provide either current tax return or signed statement confirming the dependency of the student verifying that the student is an IRS dependent of the employee/guardian. All students participating must have the prior permission of the two colleges involved. Participation is on a space available basis.
2. For purposes of this agreement, eligible faculty and staff will be restricted to those continuously employed full time by one NHCUC institution for a period of at least twelve months, is eligible for full-time employee benefits, and is receiving compensation for their employment, directly from the HOME institution before they receive the benefit. Once an employee becomes eligible for this benefit, his/her eligibility will remain in force while employed full time at any participating NHCUC institution. Once certified for participation in the tuition remission program, the dependent student will be eligible to receive the benefit only while the parent/guardian remains employed at a participating institution. If employee leaves or is dismissed from employment, the benefit is terminated at the end of the current academic semester.
3. Students accepted and enrolled on the basis of the Cooperative Tuition Remission Program shall be liable for room, board, fees, and other miscellaneous charges.
4. Tuition waivers must be requested on an annual basis on or before March 1 for the following academic year. Full time students who intend to enroll for only the January term still must meet the March 1 deadline.
5. The New Hampshire College & University Council will serve as coordinator for this Cooperative Tuition Remission Program. It will provide the necessary administration, including annual statistical summaries of tuition remission transactions for each cooperating institution. The NHCUC will annually survey the institutions for the data.
6. A record of the number of participating students, their name, and term(s) enrolled will be sent by each institution to the NHCUC annually. The NHCUC will compile a summary report and distribute it to the Coordinators and their Presidents.
7. Applicants for tuition remission must make regular application for admission to the HOST institution and must meet all admission requirements of the Host institution.
8. This agreement is applicable only to regular, undergraduate, full time, campus-based, day students during the regular academic year and does not pertain to summer school, does not pertain to continuing education, does not pertain to special programs, and does not pertain to distance education.
9. Any institution has the option to refuse to accept additional students from any or all participating colleges when in its judgment an excessive imbalance exists between students received and students sent. Students currently enrolled will not be affected by the exercise of this option during the current academic year. The exercise of this option will not affect the institution's continuing participation in this program.
10. Scholarship and grant aid awarded by the participating college does not generally exceed the cost of tuition. This policy also applies to recipients of NHCUC tuition remission and all other programs with similar benefits.

Any cooperating institution may cease participation in this agreement by giving written notice to the NHCUC office provided enrolled students are allowed to complete the academic year.



FRANKLIN PIERCE UNIVERSITY
TUITION BENEFIT PROGRAM APPLICATION
(for dependent children attending other colleges and universities)

Please read the terms and conditions of this plan on the reverse side before completing this application.

SECTION 1: EMPLOYEE INFORMATION

Name: _____ SS#: _____

Position: _____ Date of Hire: _____

Department: _____ Phone Extension: _____

Home Address: _____
 (Street or P.O. box, city, state, zip)

Home Phone Number: _____

SECTION 2: STUDENT INFORMATION

Child/Student Name: _____ SS#: _____

Date of Birth: _____ Expected degree date: _____
 (Month/year)

Name of college and/or universities to which the student is applying (limited to four):

_____	_____ NHCUC	_____ CIC	_____ TE
_____	_____ NHCUC	_____ CIC	_____ TE
_____	_____ NHCUC	_____ CIC	_____ TE
_____	_____ NHCUC	_____ CIC	_____ TE

Will be enrolling in as: 1st year student Sophomore Junior Senior

I have read the benefit plan guidelines and have provided complete and accurate information in this application.

Employee Signature: _____ ***Date:*** _____

SECTION 3: FOR USE BY HUMAN RESOURCES DEPARTMENT

Date of Hire: _____ Years of Service: _____

Prorating if more than one student in program: _____

Acceptance for application: ___ NHCUC ___ CIC ___ TE Wait list for: ___ NHCUC ___ CIC ___ TE

TEP Administrator Approval: _____ Date: _____