

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Tuition Waiver Policy
TIU POLICY #: P-317
STATUS: Approved, December 2012
Updated, February 2016

I. PURPOSE:

As a benefit to Trinity International University (University) employees, the University has extended the opportunity for employees, as well as their spouses and dependent children, to receive partial tuition waivers for classes taken within any University program.

II. SCOPE:

The Tuition Waiver Policy applies to all spouses and children of full-time employees and employees who have worked at the University for more than three months.

III. POLICY:

Employees, their spouses, and their dependent children will be eligible for tuition waivers based on the criteria outlined in this policy. All exceptions to the policy need to be approved by the President of Trinity International University.

- A.** All full-time employees may access the tuition waiver benefit after the completion of three months of employment. The three-month period must be completed on or before the late registration date for any given semester.
- B.** An employee's spouse or dependent child may access the tuition waiver benefit immediately as long as the employee's start date falls on or before the late registration date for any given semester.
- C.** Increases in the benefit for years of service may take effect on the next available semester provided that the years of service requirement is fulfilled prior to the late registration date for any given semester.

- D.** The maximum amount of tuition waiver available for spouses and dependents is equal to one degree or completed program. There is no maximum amount of available tuition waiver for employees.
- E.** For tuition waiver purposes a dependent child is considered to be an individual claimed as such on the employee's Federal Income Tax Return. (Employees who have unmarried children enrolled in a Graduate program at the University are eligible to continue receiving tuition waivers up to the age of 26. Tuition waiver benefit eligibility will cease at the completion of the academic year that the child reaches the age of 26.)
- F.** All dependent children must also complete a FAFSA form so that need-based state and federal grant availability can be determined.
- G.** Tuition waiver requests must be completed on or before the last day of late registration. Tuition waiver requests are submitted using the online Faculty-Staff Tuition Waiver Application form.
- H.** The tuition waiver benefit for employees, spouses and dependent children may be used for any accredited, traditional or non-traditional University course/program including online programs. The tuition waiver is applied to tuition only, and cannot be used to cover any additional fees, room or board charges. Please note that this also does not cover tuition for undergrad traditional overload credit hours (19+ hours).
- I.** If an employee terminates his/her employment prior to the end of the term in which he/she, their spouse or their dependent children is enrolled, the tuition waiver will be pro-rated for the term. The remaining amount owed, if any, will be applied to the student's account and will become payable according to standard payment requirements.
- J.** If a student is eligible for more than one benefit (for example, as an employee and as a spouse), only one tuition benefit may be applied each semester per student. The student may use the greater of either eligible benefit.
- K.** Application of the tuition waiver benefit to a student's account should never result in a refundable credit.
- L.** All attempts should be made by employees to schedule classes outside of regular business hours. If a class must be taken by an employee during normal business hours the adjustment to the employees' schedule must be approved in advance by the employee's supervisor. A supervisor has the right to limit the number or credit hours an employee may take per semester as well as the time during which an employee may take a class based on department needs and the employee's job performance. If an employee does not agree with a decision their supervisor makes regarding the use of their tuition benefit an appeal may be made to the appropriate member of the University Leadership Team.

M. Employees should note that the University Tuition Waiver may have tax consequences for particular employees. The IRS requires the University to follow regulations with respect to payroll and W-2 practices. If you have questions about University payroll practice please contact Human Resources. For questions related to the tax impact of the benefit on a particular employee please contact your tax professional.

**Trinity International University Tuition Waiver
Per Semester and Year of Employee's Full-Time Service**

		Year 1	Year 2	Year 3	Year 4+
Faculty/Employee		4 credit hours	6 credit hours	6 credit hours	6 credit hours
Employee's Spouse/ Dependent Children *	Non-Residential	50% of tuition+	65% of tuition+	80% of tuition+	80% of tuition+
Employee's Spouse/ Dependent Children *	Residential	100% of tuition	100% of tuition	100% of tuition	100% of tuition

* An employee's non-dependent, unmarried child may take Graduate level classes until the age of 26. Tuition waiver for spouse and dependent is limited to eight semesters or one degree program.

+ In addition to the Tuition Benefit, employee spouses and dependent children may receive, if eligible, up to an extra 15% of tuition in Trinity International University (University) Financial Aid. If a student is awarded a level of University Financial Aid that exceeds the maximum level of benefit offered under the Tuition Waiver Policy, the student may choose whether to accept a reduced amount of University Financial Aid (not to exceed 15% or tuition) or to decline the Tuition Waiver benefit. This maximum level applies to University Financial Aid only. Scholarships and financial aid awarded from outside of the University are not figured into this calculation.