

**Tuition Remission**

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**Purpose:** For an employee and their dependents to attend Tusculum College at a tuition free or reduced tuition.

**Applies to:** All Full-Time Employees who have completed one year of consecutive, full-time service with Tusculum College and their dependants.

**Policy:** Employee and employee dependent scholarships will be awarded by the Financial Aid Office based on approved applications and availability of funding for scholarships. Prioritization of approved applications will be base on the annual budgeting process which determines the total dollar amount available for employees and dependent scholarships.

The Financial Aid Office will award scholarships from the annual budget in the following order: Scholarships will be funded first for employees/dependents who were scholarship recipients in the prior academic year, who continue to pursue the same program of study in the following academic year, and who continue to meet the eligibility requirements. Second, priority given to employee pursuing a degreed program with longer continuous full-time service to Tusculum College and for employees with equal length of service, priority is given to who completes his/her financial aid applications process at the earliest date. Third, priority given to spouse and dependent pursuing a degreed program with employee having longer continuous full-time service to Tusculum College and for employees with equal length of service, priority is give to spouse/dependent who completes his/her financial aid applications process at the earliest date. Fourth, priority given to employee not pursuing a degreed program, but wish to take a class which is useful or appropriate to his/her employment with Tusculum College and has longer continuous full-time service to the Tusculum and for employees with equal length of service, priority is given to who completes his/her financial aid applications process at the earliest date.

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**Procedure continued:**

An eligible employee must meet with Financial Aid and complete his/her financial aid file with the following documents:

- a. All federal applications including FAFSA and supporting documents required at the time of application (See the Financial Aid office for specific documents currently required).
- b. Complete Tusculum College's applications, including the application for an employee or dependent scholarship (Applications are available through the Financial Aid Office).
- c. Letter of recommendation from employee's supervisor (Sample letter of recommendation is available through the Financial Aid Office).
- d. Human Resources Office will verify employment and supply Financial Aid Office with the length of full-time service information needed to evaluate applications and to prioritize approved applications.
- e. Completed applications will be approved or denied based on the Financial Aid office evaluation of employee's eligibility for federal, state or other grants and scholarships to determine the amount of tuition charges not covered by those sources.
- f. Tuition charges to be considered for scholarship will be limited to tuition for a single program of study or single class (not to include overload charges, extra hours, or residential college summer offerings) less federal, state, or other grants and scholarships.
- g. Employee Tuition

Residential College tuition, only when the employee and his/her supervisor agree on a flexible work schedule to accommodate full-time employment and class attendance and the employee has met all criteria necessary for admittance to the program/class and has gone through all normal admissions procedures. Employees will be added to classes that have the required minimum number of tuition paying students exclusive of participation by the employees.

Professional Studies tuition, only when the employee has met all criteria necessary for admittance to the program/class and has gone through all normal admissions procedures. Employees will be added to classes that have the required minimum number of tuition paying students exclusive of participation by the employees.

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**Procedure continued:**h. Spouse Tuition

Residential College tuition, only when spouse has met all criteria necessary for admittance to the program and has gone through all normal admissions procedures. Employees will be added to classes that have the required minimum number of tuition paying students exclusive of participation by the spouse.

Professional Studies tuition, only when the spouse has met all criteria necessary for admittance to the program and has gone through all normal admissions procedures. Spouse will be added to classes that have the required minimum number of tuition paying students exclusive of participation by the spouse.

i. Dependents Tuition

Residential College tuition, only when dependent has met all criteria necessary for admittance to the program and has gone through all normal admissions procedures. Employees will be added to classes that have the required minimum number of tuition paying students exclusive of participation by any dependent.

Professional Studies tuition is not available to dependents other than spouses.