



Texas Christian University Policy

Policy Number: 6.005

Subject: Tuition Assistance

Effective Date: June 1, 2004

Revised: April 15, 2005

I. Purpose

It is the policy of Texas Christian University to offer tuition assistance to eligible faculty and staff members, their spouses or domestic partners and dependent children.

II. Eligibility

1. This policy applies to full-time and emeritus faculty as defined in the faculty/staff handbook and to staff whose full-time equivalent (FTE) working status is equal to or greater than 75%.
2. Eligibility of the faculty or staff member for this benefit begins upon completion of six months of employment at the university. Thereafter, the faculty and staff member may participate in the next regularly scheduled semester or summer term.
3. Dependents of faculty and staff employed as of May 31, 2004 become eligible for 100% of TCU tuition after the faculty or staff member has completed one year of service with the university. Thereafter, the dependent may participate in the next regularly scheduled semester or summer term.
4. Dependents of faculty and staff who begin employment on or after June 1, 2004 become eligible for a waiver of 50% of TCU tuition after one year of service and 100% of TCU tuition after three years of service. Thereafter, the dependent may participate at the appropriate benefit level in the next regularly scheduled semester or summer term.
5. Emeritus faculty and their eligible family members may participate in the tuition assistance program for study at TCU only.

III. Definitions

1. Tuition assistance pertains to tuition only. It does not include fees and other charges. For faculty and staff participating in the tuition assistance benefit, the general fee is \$25 per credit hour. For dependents, the general fee is \$80 per credit hour or \$925 per semester for 12 or more hours of coursework.

2. Tuition reimbursement is not intended to cover the educational costs of vocational or trade programs.

IV. Procedures

1. When a faculty or staff member is on paid leave of absence the tuition assistance remains in effect.
2. Faculty, staff members and eligible family members must apply within established deadlines for admission to TCU.
3. If a dependent child of an eligible faculty or staff member employed as of May 31, 2004 does not meet the undergraduate admission standards for TCU, he or she may then apply to any other accredited college or university in Texas provided the dependent child enrolls no later than September 1, 2005. Under this policy, full tuition up to the value of TCU tuition will be reimbursed.
4. In the event that that the eligible dependent child is granted acceptance to an accredited university in Texas and attends that institution but desires to transfer from one institution to another, he or she must apply again for admission to TCU and be denied acceptance to TCU before being granted tuition benefits for another accredited college or university in Texas. This provision of the policy does not apply to dependent children of faculty and staff who begin employment on or after June 1, 2004.
5. Reimbursement of full community college tuition will be provided for dependent children who do not meet TCU admission requirements and attend Tarrant County College or a community college in a county adjacent to Tarrant County. This applies to dependent children of eligible faculty and staff after one year of service, regardless of hire date.
6. Dependent children of faculty and staff may also participate in the Tuition Exchange Program. The Tuition Exchange Program is a partnership of more than 500 colleges and universities offering competitive tuition exchange scholarships to dependents of faculty and staff employed at member institutions. Dependent children of faculty and staff employed as of May 31, 2004 with at least one year of service are eligible for this program. Dependent children of faculty and staff who begin employment on or after June 1, 2004 with at least three years of service are eligible for this program. Information and program guidelines are available in the Office of Scholarships and Financial Aid.
7. Tuition reimbursement for schools other than TCU is available only for dependent children of eligible faculty and staff.
8. Eligibility for continued participation in the tuition assistance program is subject to:
 - a.) The TCU financial aid office's statement of satisfactory academic

progress, if the student is attending TCU or

b.) The policy of satisfactory academic progress of the financial aid office in the college/university where the student is enrolled.

9. Faculty and staff members are eligible to receive tuition assistance for a maximum of six semester hours per regular semester and six semester hours for any combination of summer terms in either undergraduate or graduate level courses.

10. A maximum of one course can be taken during the employee's normal working hours if approved by the appropriate dean or unit head. When an employee attends classes during regularly scheduled working hours, this time must be made up during the same week. If a course is taken at the request of the university, it is considered training and is counted as time worked.

11. Faculty and staff members enrolled under the tuition assistance program will use the faculty/staff ID card in lieu of a student ID card.

12. If a faculty member is on a leave of absence without pay, tuition remission for his or her spouse or domestic partner and dependents will not continue. The university, upon approval by the vice chancellor for academic affairs, will make available an interest-bearing note in the amount of the tuition charges. If the faculty member returns for a least one full academic year of employment, the principal and interest will be cancelled.

13. For a fall or spring semester, a faculty or staff member who ceases employment with the university on or before the 20th day of classes is ineligible to receive full benefit from the tuition assistance program. The policy also applies to his or her spouse or domestic partner and dependent children. If the recipient of the tuition assistance wishes to continue attending classes, payment of tuition will be required according to the following schedule:

| Termination from the University before the | Tuition Due to the University |
|---|--------------------------------------|
| 5th day of classes | 100% |
| 10th day of classes | 75% |
| 15th day of classes | 50% |
| 20th day of classes | 25% |

Should a faculty or staff member leave employment at the university after the 20th day of classes the tuition benefit will cease at the end of the semester or summer term in progress at the time of separation.

14. The university reserves the right to revise or terminate the tuition assistance program at the end of any academic semester. This program does not constitute a

continuing obligation by the university.

15. Spouses or domestic partners who are not also employees are eligible for tuition assistance toward the completion of either one undergraduate or one graduate degree only. The university will support no more than 110% of the number of undergraduate or graduate hours required for the program pursued by the spouse or domestic partner.

16. Dependent children (23 years of age or younger) of eligible faculty and staff members are eligible for full tuition assistance for a maximum of 110% of the number of credit hours required for the undergraduate degree sought at Texas Christian University. Dependent children of eligible faculty and staff members are not eligible for tuition benefits for graduate programs.

17. Dependent children are defined as those who qualify as dependents under federal income tax regulations.

18. This benefit shall terminate at the end of the academic semester or summer term in which the child reaches age 24 or completes 110% of the credit hours required for the undergraduate degree sought, whichever comes first.

19. Dependent children must first apply for and use any external tuition financial support for which they are eligible in order to reduce the cost to the university.

V. Administrative Responsibility

The Human Resources Department is responsible for administering and interpreting this policy.

VI. Forms Required

The financial aid office and human resources office will provide the necessary forms for the tuition assistance program.