

Appendix I TUITION WAIVER/ SCHOLARSHIP POLICIES

Wittenberg University provides a tuition waiver benefit and tuition scholarship benefit for eligible faculty and staff. The policy is divided into four sections.

Section

- I. Tuition Waiver for Faculty, Administrators, Support Staff and Spouses to take Classes at Wittenberg
- II. Tuition Waiver for Dependent Children to Take Classes at Wittenberg
- III. Tuition Scholarships for Dependent Children to Attend another College
- IV. Tuition Exchange Programs

Because the benefits under each of these sections vary, it is important that you read each section carefully.

I. TUITION WAIVER FOR FACULTY, ADMINISTRATORS, SUPPORT STAFF AND SPOUSES TO TAKE CLASSES AT WITTENBERG

(Eligibility requirements and benefits for dependent children are detailed in sections II and III.)

A. ELIGIBILITY REQUIREMENTS

The following groups are eligible for a waiver of tuition costs for classes taken during the academic year and summer sessions:

1. Full-time faculty members and full-time administrative or support staff members. (Full-time is defined in the respective university manuals). Adjunct assistant, associate and full professors are also eligible, but other part-time faculty members are not.
2. Emeriti faculty members.
3. The spouse of anyone eligible under 1 or 2 above.

B. LIMITATIONS

1. The waiver of tuition is restricted to regular courses taken in any unit of Wittenberg University (the college or the School of Community Education). The waiver applies to the basic tuition costs. It does not cover the payment of additional fees such as registration and laboratory fees.
2. The tuition cost for private music lessons during the academic year will not be waived unless the student is a full-time music major. Otherwise, the charge for these lessons will be calculated on the same basis as the charge for full-time students who are not music majors.
3. Staff may take only one course per semester during the regular work day and are required to seek approval from their respective supervisors. Time spent in class is not compensated. Staff must work with their supervisor to determine necessary adjustments to their regular work schedule.
4. The course load for which a faculty or staff member may receive a tuition waiver is limited to sixteen (16) semester hours per academic year, including the summer sessions.
5. Spouses may take two courses per academic year tuition free. Spouses are also eligible for a waiver of one-half of the tuition for any additional regular courses taken.
6. A spouse who is a full-time student is required to apply for financial aid for which he or she is eligible. Examples of financial aid include federal grants or scholarships, state grants or scholarships, vocational rehabilitation benefits, veteran benefits or veteran's dependent benefits, and corporate, private or foundation grants or scholarships.

Those who receive grants and/or scholarships specifically designated for tuition in the amount of the waiver will be limited by the remaining balance of their tuition bill. In no case will the amount of the waiver exceed the total balance due on the Wittenberg bill for any semester.

C. ENROLLMENT

1. Tuition Waiver application forms can be obtained from the Human Resources Department or from the School of Community Education and must be filed with the School of Community Education during the registration process each semester. The

School of Community Education processes all application forms for faculty, administrative staff, support staff and spouses during the registration process.

Wittenberg will first accommodate the registration requests of its traditional or full-paying students.

Enrollment will then be approved on a space-available basis.

Each person must qualify for admission to courses and/or degree programs in the same manner as applicants who are not eligible for a tuition waiver. Eligibility for a tuition waiver does not imply a waiver of regular admission requirements or procedures.

II. TUITION WAIVER FOR DEPENDENT CHILDREN TO TAKE CLASSES AT WITTENBERG UNIVERSITY

Tuition Waiver at Wittenberg University for dependent children is for regular undergraduate courses (excluding private music lessons) taken at Wittenberg University provided the following criteria are met:

A. ELIGIBILITY

Subject to the conditions of this policy, a full waiver of Wittenberg tuition is available for:

1. Dependent children of all full-time faculty members and full-time administrative staff members.
2. Dependent children of all full-time hourly staff members whom Wittenberg has employed for at least one year prior to dependent's enrollment.
3. Dependent children of adjunct assistant, adjunct associate and adjunct full professors.
4. The children of a deceased tenured faculty member or of a deceased full-time administrative or hourly staff member who completed at least five years of continuous full-time service to the university. The children of a deceased adjunct assistant, associate or full professor are also eligible. In each of these categories, the parent must have been actively employed by the university at the time of his or her death.
5. The children of a tenured faculty member or of an administrative staff member who is on long-term disability leave. (This is not a change in policy, but it has never been explicitly stated.)

B. LIMITATIONS

1. The student must be a dependent child of the faculty member, administrative staff member or support staff member. The university defines dependent status as any child claimed as a dependent on federal tax forms.
2. In the case of a deceased faculty or administrative staff member, the child must have been a dependent of the faculty or administrative staff member at the time of the faculty/staff member's death, and eligibility for the tuition waiver ceases at the conclusion of the semester during which the dependent's 23rd birthday occurs. Extension of the age limit may be permitted in exceptional cases involving delay in completing the educational program, with each request being handled on a case-by-case basis.
3. Unlike the export scholarship benefit, the tuition waiver benefit is not pro-rated for adjunct faculty with rank. Adjunct faculty with rank receive 100 percent of the tuition waiver benefit.
4. The dependent child must be a biological or a legally adopted child of the faculty, administrative staff member or support staff member. If the latter, the adoption must have occurred at least five years before the child's first enrollment at Wittenberg.
5. The student must be enrolled as a full-time student in order to receive the full waiver in a given semester. A student who is otherwise eligible for a waiver but is enrolled less than full-time is only eligible for a waiver of 50 percent of his or her tuition charges.
6. A full-time student is required to apply for financial aid for which he or she is eligible. Examples of financial aid include federal grants or scholarships, state grants or scholarships, vocational rehabilitation benefits, veteran benefits or veteran's dependent benefits, and corporate, private or foundation grants or scholarships.
7. Full-time students who receive grants and/or scholarships specifically designated for tuition will only receive a waiver of the remaining balance of their tuition bill. If a part-time student receives grants and/or scholarships specifically designated for tuition, the amount of his or her waiver will be 50 percent of the original tuition charges or the entire remaining balance of their tuition bill, whichever is less. In no case will the amount of the

waiver exceed the total balance due on the Wittenberg bill for any semester.

Loans obtained are not construed as grants and do not affect the amount of the tuition waiver for which the student is eligible.

The waiver of tuition applies to the basic tuition costs. It does not cover the payment of additional fees, such as registration and laboratory fees.

The tuition waiver is limited to a maximum of eight semesters for those students who are enrolled full-time. If a student is enrolled at full-time status during a summer session, then that session counts toward the maximum eight semesters allowed. A student who is otherwise eligible for a waiver but is enrolled during a summer session at less than full-time status is eligible for 50 percent of the benefit, and these classes do not count toward the maximum eight semesters allowed.

To be eligible to continue receiving a tuition waiver, the student must either:

- i. maintain at least 2.00 cumulative grade point average, or
- ii. have earned at least a 2.00 grade point average for the work completed during the year preceding the semester of the waiver.

Once a dependent completes the bachelor's degree requirements at Wittenberg or elsewhere, he or she is not entitled to any further tuition waivers. This restriction is applicable even if the student has received a tuition waiver for a total of less than eight semesters of full-time study.

Dependents who are full-time students and are music majors will receive a tuition waiver for private music lessons. For other students, private music lessons will be charged on the same basis as for full-time students who are not music majors, and those charges will not be waived.

C. ENROLLMENT

Each student must qualify for admission to courses or degree programs in the same manner as applicants who are not eligible for a tuition waiver. Eligibility for a tuition waiver does not imply a waiver of regular admission requirements or procedures.

After the student's application to Wittenberg has been accepted, a one-page tuition waiver form needs to be completed and filed with the Human Resources department. This form must be filed on an annual basis.

III. TUITION SCHOLARSHIPS FOR DEPENDENT CHILDREN TO ATTEND ANOTHER COLLEGE

Dependent children of a tenured faculty member or of an administrative staff member whom Wittenberg University has employed for at least five (5) years are eligible to receive a Wittenberg-funded tuition scholarship to attend another two-year or four-year accredited post-secondary institution provided the conditions as stated below are satisfied.

The amount of the scholarship is limited by both the current full-time tuition charge at Wittenberg and current full-time tuition charge of the college attended. The amount of the scholarship is subject to further limitations described in part B below.

A. ELIGIBILITY

Subject to the conditions of this policy, the scholarship is available for:

1. The dependent children of tenured faculty members (including adjunct faculty with rank).
2. The dependent children of full-time administrative staff members who have been employed by the university for at least five years.
3. The dependent children of a tenured faculty member or an administrative staff member who is deceased or on long-term disability, as long as the parent had completed at least five years of full-time service at Wittenberg and was actively employed by the university at the time of his or her death or disability.
4. Support staff and adjunct faculty of any rank are not eligible for this benefit.

An application for a tuition scholarship is to be submitted at the beginning of each academic year to the Human Resources department. An official transcript of the prior year's work must accompany the application.

B. LIMITATIONS

1. The student must be a dependent child of the faculty or administrative staff member. The university defines dependent status as any child claimed as a dependent on federal tax forms.
2. In the case of a deceased faculty member or a deceased administrative staff member, the child must have been a dependent of the faculty or administrative staff member at the time of the faculty/staff member's death. Eligibility for the scholarship ceases

at the conclusion of the semester during which the dependent's 23rd birthday occurs. Extension of the age limit may be permitted in exceptional cases involving delay in completing the educational program, with each request being handled on a case-by-case basis.

3. The tuition scholarship benefit for adjunct faculty is awarded on a pro-rated basis.
4. The child must be a biological or a legally adopted child of the faculty or administrative staff member. If the latter, the adoption must have occurred at least five years before the child's first enrollment as a regular undergraduate student.
5. The student must be enrolled as a full-time student.
6. The student is required to apply for financial aid for which he or she is eligible. Examples of financial aid include federal grants or scholarships, state grants or scholarships, vocational rehabilitation benefits, veteran benefits or veteran's dependent benefits, and corporate, private or foundation grants or scholarships.
7. The Wittenberg Scholarship is to be used for tuition charges only. If necessary, the amount of the scholarship will be reduced so that:
 - i. The total of the Wittenberg Scholarship and all other grants and scholarships, which are designated specifically for tuition, does not exceed the tuition charges, and
 - ii. The amount of the Wittenberg Scholarship does not exceed the total remaining balance on the bill from the college after all other grants and scholarships have been credited.

Loans obtained are not construed as grants and do not affect the amount of the tuition scholarship for which the student is eligible.

8. Eligibility for the scholarship is limited to the equivalent of eight semesters or 12 quarters. If a student is enrolled at full-time status during a summer session, he or she may receive a scholarship, but that session then counts toward the maximum number of semesters (quarters, terms) allowed.
9. To be eligible to continue receiving a scholarship, the student must either:
 - i. maintain at least a 2.00 cumulative grade point average, or
 - ii. have earned at least a 2.00 grade point average for the work completed during the year preceding the semester (quarter, term) of the scholarship.

10. Once a student completes the requirements for a bachelor's degree, he or she is not entitled to any further scholarships. This restriction is applicable even if the student has received the scholarship for a total of less than four years of full-time study.

C. APPLICATION FOR THE SCHOLARSHIP

1. An application for a tuition scholarship is to be submitted at the beginning of each academic year to the Human Resources department. After the first year, an official transcript or grade report of the prior year's work must accompany the application.
2. The student must submit copies of the tuition bills to the Human Resources department. Wittenberg remits the tuition scholarship directly to the institution that the student is attending.

IV. TUITION EXCHANGE PROGRAMS

Wittenberg University is a member of one or more tuition exchange programs (TEP) with other colleges.

A. ELIGIBILITY

1. Subject to the limitations of the individual TEP and host institution, the eligibility requirements for these programs are the same as for the Wittenberg Tuition Scholarship described in Section III.
2. The policies of the sponsoring institution and its success in enrolling participants from other tuition exchange colleges and universities may determine eligibility to apply for a TEP scholarship. Although there may be many more openings than applicants in a TEP pool, at a given time there may not be openings at institutions that meet the applicant's requirements of location, size and character. Member institutions apply their own standards of admission and, if there are more TEP applicants than can be accommodated, these institutions are free to choose among applicants who meet those standards.
3. Those participating in a TEP must recertify their scholarship eligibility each year. The host institution may withdraw the scholarship if the participant does not meet clearly articulated standards of academic performance and/or personal conduct. These standards must also be applicable to the institution's own faculty and staff children who hold tuition-waiver scholarships.

4. The duration of a TEP scholarship is normally the four years of undergraduate education. However, some exchange programs may not rule out graduate or professional education. The sponsoring institution has the right to limit eligibility to fewer than four years.

B. AMOUNT OF THE SCHOLARSHIP

1. The amount of the scholarship depends on the specific TEP and the school to which application is made. Some institutions award less than full tuition while others award full tuition. Others may award full tuition and then augment the value of the scholarship by including some non-tuition charges as well. Applicants and participants should ask in each case about the amount of the scholarship.
2. Subject to the limitations stated in Section III above, the children of Wittenberg faculty and staff who participate in a tuition exchange program are also eligible for a Wittenberg Tuition Scholarship. This means that if a student receives a TEP scholarship for less than the full tuition cost of the host institution, he or she may qualify for a Wittenberg Scholarship for part or all of the remaining tuition. For the purposes of determining the limitation given in III. Tuition Scholarships for Dependent Children to Attend Another College, B. Limitations, #6 above, the TEP scholarship is considered to be designated specifically for tuition.
3. To encourage Wittenberg faculty and staff to participate in a TEP, Wittenberg will pay for housing costs (room but not board) for those students who live on campus as defined by the host institution. This benefit will be limited to housing costs not already funded by other grants or scholarships. The university's legal counsel has rendered an opinion stating that benefits applied toward housing are taxable to the parent. Therefore, special consideration should be given to the taxability of this additional benefit.

C. ENROLLMENT

1. The student must provide Wittenberg's Department of Human Resources with application information, and the department then submits the application to the TEP host institution on the student's behalf. Eligible TEP participants are encouraged to consult the list of colleges and universities that are members of exchange programs with Wittenberg. The list is available from the Human

Resources department. The student must notify Human Resources annually of his or her intent to renew the scholarship.

2. Tuition exchange programs do not accept responsibility for misunderstandings that might, for example, lead to termination of a scholarship. Liaison officers have an obligation to draw attention to and participants have an obligation to inform themselves about special restrictions or limitations.

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