

SECTION: Human Resources

NUMBER: A-001-04-0009

AREA: Benefits

REVISED: 06/01/2017

SUBJECT: Tuition Remission

REVIEWED: 12/14/2022

I. PURPOSE

Rocky Mountain College employees, spouses and dependent children are eligible for the tuition remission employee benefit. Non-dependent children meeting criteria established in this policy are also eligible for tuition remission and the employee will be taxed in accordance with Internal Revenue Service (IRS) and state regulations.

II. DEFINITIONS

Eligible employees are non-temporary employees hired to work twenty (20) or more hours per week for more than 4.0 continuous months per fiscal year in any position where student status is not a condition of employment and who meet academic and financial standards established by the College. Faculty and other persons on academic year appointments are considered eligible.

Full-time employment hire dates must be prior to current academic year to receive tuition remission and if Full-Time hire date is after beginning of current fiscal year, tuition remission will not be available until the next academic year.

The definition of a dependent child is determined by current IRS laws and regulations.

Tuition remission applies only to courses regularly published in the Fall and Spring semester schedules and their addendum. It does not apply to non-credit or continuing education courses, the Physician Assistant Program, the Masters of Educational Leadership Program, or summer session courses, and is not available to children (dependent or non-dependent) who have already earned a baccalaureate degree from any institution. Tuition remission only applies to regular course work up to nineteen hours of credit and does not include tuition remission for any overload course work.

III. POLICY

Eligibility: Eligible employees, their spouses and their dependent and qualified non-dependent children may enroll in academic courses at Rocky Mountain College and receive tuition remission. Employees will be asked to certify the status of children who want to receive tuition remission.

Maintaining Eligibility: Employees must remain in regular employment status for at least one-half of the semester in order to maintain eligibility for tuition remission for the remainder of that semester for themselves, their spouses and their dependent or qualified non-dependent children.

Conflicts with Work Schedule: With appropriate approval, tuition remission is granted with the understanding that class and study hours should not conflict with an employee's regular work schedule. However, a maximum of four (4) credit hours per semester may be taken during regular

working hours with the prior approval of the supervisor and the appropriate division head. Any work time taken for classes must be made up during the same pay period.

Death, Disability or Retirement: If an employee dies or becomes totally disabled during the time he/she is employed by the College, the employee, his/her spouse and his/her dependent and qualified non-dependent children, will be eligible for tuition remission at whatever discount and rights the employee had achieved at the time of death or disability, provided the employee has been a regular employee for five (5) continuous years. Tuition remission is also extended to employees who retire from the College in accordance with the College's retirement plan, as well as the spouses and dependent/qualified non-dependent children of the retired employee.

IV. PREREQUISITES, COVERAGE AND APPLICATION PROCEDURES

Employees, their spouses and their dependent and qualified non-dependent children must meet the College admission requirements and any course prerequisites. Tuition remission does not cover non-tuition type fees such as books, room and board charges, lab fees, miscellaneous fees, insurance, various deposits, etc. A tuition remission course fee will be charged to cover the administrative costs of the tuition remission program. This fee is set by the Board of Trustees and, as of the date of this policy, is \$30.00 per course. The fee may change from time to time as circumstances dictate. There are a few administrative fees added to the per course fee depending on the total number of credits. Tuition remission only applies to regular course work up to eighteen (18) hours of credit and does not include tuition remission for any overload course work.

Employees, spouses or children of employees interested in taking advantage of the tuition remission benefit must obtain and complete a Tuition Remission Application Form from the Human Resource Department. The tuition remission recipient must also complete an Institutional Application for Financial Assistance which is available in the Financial Assistance Office. Tuition remission cannot be approved retroactively for courses taken in previous semesters when no tuition remission application was submitted. To aid in the budgeting process, employees are requested to register their intent to utilize the tuition remission benefit by May 1 of each year by contacting the Human Resource Department. In situations where this is not possible (new employees, last minute enrollment decisions, etc.) application may be made any time prior to fee payment day.

All financial assistance policies and procedures, excluding four (4) year funding limits and restrictions to post-baccalaureate study, apply to recipients of tuition remission. Employees, their spouses and their children must apply for federal financial assistance through the College's Financial Assistance Office, unless a waiver is granted by the Director of Financial Assistance. Tuition remission will include all federal grant assistance, external grant assistance not otherwise designated, and RMC assistance. Awards will not exceed tuition.

V. TUITION EXCHANGE PROGRAM

Rocky Mountain College participates in a Tuition Exchange Program with several colleges and universities across the country. Dependent children of current full-time employees of the College may attend one of the exchange institutions at reduced tuition cost, provided they have met that

college's admissions standards. This exchange program covers undergraduate courses only and there are some limitations on the number of participants between each college. Interested parties must complete the Tuition Exchange Application form in the office of the Vice President for Student Life and then contact them for a list of participating schools and the specifics of the program. This list is also available on the web at www.tuitionexchange.org.

VI. NON-DEPENDENT CHILDREN TAXABLE TUITION BENEFIT POLICY

To qualify for tuition remission, a non-dependent child must enroll in classes before reaching age 24 and must remain continuously enrolled at RMC from that point forward. All tuition remission benefits for non-dependent children cease upon graduation or withdrawal from RMC, whichever comes first.

Prerequisites, coverage and application procedures for non-dependent children are the same as for dependent children.

As a condition of receiving this benefit, employees must agree to be taxed on the value of the tuition remission benefit received by the non-dependent child, including, but not limited to, federal and state income tax, Social Security tax, and Medicare tax.

VII. DISCLAIMER

This policy supersedes all other tuition remission policies or procedures previously issued by the College as well as any express or implied representations previously made by persons employed by the College. Anyone currently participating in the tuition remission benefit will continue eligibility under their current agreement as long as continuous enrollment is maintained.

Any and all exceptions to this policy must receive the written approval of the President and the Executive Director of Human Resources.

VIII. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department
Executive Vice President for Student Life
Director of Financial Assistance

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees