



## Tuition Remission Policy

Approved July 2019

Tuition Remission is a benefit available to an eligible Ferrum College employee through which all or part of the cost of tuition and some eligible fees are waived for the employee, his or her spouse and/or eligible dependent(s). This benefit enables the employee to personally realize the beneficial impact of higher education in his or her life, giving that employee greater incentive to provide Ferrum College students with a positive and high quality educational experience.

Ferrum College provides Tuition Remission through the following programs:

- **Tuition Waiver**

This program allows waiver of all tuition and certain other fees for classes taken at Ferrum College for the employee, her or his spouse and/or eligible dependent(s), as defined below. Classes may be taken as part of an undergraduate degree plan but such a plan is not a requirement for use of this benefit. Ferrum College currently has no limits on the number of students eligible to receive Tuition Waiver but reserves the right to amend this policy at any time.

- **Tuition Exchange**

This program allows attendance by an employee's dependent(s), as defined below, at specific private colleges and universities nationwide at no or a significantly reduced level of tuition. The recipient of Tuition Exchange must be enrolled full-time and be seeking an undergraduate degree. The employee and her or his spouse are not eligible for Tuition Exchange. Ferrum College currently has no limits on the number of import students eligible to receive Tuition Exchange but reserves the right to amend this policy at any time.

Ferrum College participates in two undergraduate Tuition Exchange programs. They are Tuition Exchange, Inc. (TE) and the Council of Independent Colleges Tuition Exchange Program (CIC-TEP). Because some institutions have limited numbers of Tuition Exchange slots, acceptance for admission to an institution does not guarantee acceptance into an institution's Tuition Exchange program. For additional information on these programs, see Appendix A.

A Ferrum College student who is the dependent of an employee working at a participating institution (not Ferrum College) is classified as an import to Ferrum College for Tuition Exchange purposes. His or her Tuition Exchange benefit will be administered according to Ferrum's Tuition Remission Policy.

A Ferrum College employee's dependent who is attending another institution (not Ferrum College) is classified as an export from Ferrum College for Tuition Exchange purposes and is subject to Ferrum's Tuition Remission policy and to the host school's policies regarding Tuition Exchange.

The Ferrum College Liaison Officer for both Tuition Exchange programs is:

Director of Human Resources  
540-365-4596

## I. Policy

A full-time Ferrum College employee, a Ferrum College retiree, or a former Ferrum College employee who became disabled while employed (“employee”) is eligible for Tuition Remission through the benefit known as **Tuition Waiver** for himself or herself, spouse, and/or eligible dependent(s) as defined below (“dependent”), and/or for **Tuition Exchange** for the employee’s eligible dependent(s). For the purpose of this policy, “student” may refer to the employee, spouse, eligible dependent, or Tuition Exchange import student.

Tuition Remission through either Tuition Waiver or Tuition Exchange is contingent upon the employee, spouse or dependent having met all admissions requirements and having been accepted for attendance at Ferrum College or, for dependents under Tuition Exchange, the importing institution.

Should the employee utilizing the Tuition Remission benefit leave College employment mid-semester, the student will be permitted to complete that semester. However, the student’s financial aid will be reviewed starting in the subsequent semester. For Tuition Waiver, financial aid will then be awarded based on Ferrum College’s financial aid awarding policies at that time. A dependent’s Tuition Exchange institution will administer its own financial aid policies in subsequent financial issues. Tuition Remission will not be available to the student in subsequent semesters.

The student is expected to meet standards for academic performance, and personal conduct as outlined in the Student Handbook and the College Catalog. Any student who is academically or judicially suspended during a semester will be considered to have received the benefit for credit hours assigned to that semester regardless of credits earned.

### *Employee Using the Tuition Waiver Benefit*

The ability to take classes is dependent upon the requirements of the employee’s particular job and is at the discretion of the supervisor and Administrative Council member for the area. If the supervisor determines that taking classes is interfering with an employee’s work, the employee may be asked to withdraw from class without financial penalty.

The employee must satisfy a waiting period of one full semester after the date of employment to be eligible to enroll in classes under Tuition Waiver. The employee is limited to no more than 2 courses per semester, including E-Term courses, which is billed as part of the spring semester. An employee may be granted up to a maximum of three hours of release time from work time each semester for taking classes. Up to 45 work hours may be granted for release from work time for E-Term if the employee did not use any release time during the current spring semester. Total time allowed (time off and release time) for E-Term is at the discretion of the supervisor.

An employee taking more than one job related class under Tuition Waiver is required to notify his or her supervisor and Human Resources as to which class will apply under the three-hour release from work time by placing a “Y” (yes) beside the class on the Tuition Waiver form. The release time granted can only be used for the particular class noted on the form throughout the entire semester. If the class does not meet or is canceled, the release time cannot be used toward other classes. Such absences, if approved for release time, should be notated on the employee timecard/sheet, if required. In addition, attendance to any and all other classes that occur during the employee’s normal work schedule must be reflected accurately on his or her timecard/sheet.

If an employee's time is recorded by a time clock, he or she must punch out for class and punch in upon return to work, reflecting time out as "release time." If an employee's time is recorded by hand, he or she must write the time out for class and write the time back in upon return to work, noting it as "release time." For classes for which release time is not permitted, all make-up time should also be recorded as actual time worked.

Once a bachelor's degree is conferred, the employee is no longer eligible for Tuition Remission, unless the course is necessary to the employee's job requirements and approved by the supervisor. Graduate programs are not covered under Ferrum College's Tuition Remission Policy.

### *Spouse or Eligible Dependent Using Tuition Waiver and/or Tuition Exchange Benefits*

Employees will be required to satisfy a one-year eligibility (waiting) period from the employee's date of hire before his or her spouse or dependent is eligible for Tuition Remission benefits.

Only Tuition Waiver is available to an employee's spouse.

Tuition Exchange and Tuition Waiver are available to an employee's eligible dependent under the age of 24. For purposes of this policy, an eligible dependent is defined as a/an:

1. Biological child as evidenced by a copy of the dependent's birth certificate.
2. Adoptive child as evidenced by legal documentation verifying the adoption. There is a 1-year waiting period from the time the adoption is finalized before the dependent may be eligible for Tuition Remission.
3. Step-child (while employee is married to dependent's parent) as evidenced by a copy of the first page of the most recent year tax return showing that the student was claimed as a dependent. This will be reviewed annually.
4. Other dependent (those who are not the employee's biological or adoptive child but for whom the employee has legal guardianship) as evidenced by appropriate court documentation. There is a 1-year waiting period from the time the guardianship is finalized before the dependent may be eligible for Tuition Remission. For questions regarding which documentation is necessary, the Financial Aid Office should be contacted.

The spouse or dependent will be eligible for up to 8 semester units, regardless of where the dependent is enrolled. Once a bachelor's degree is conferred, the spouse or dependent is no longer eligible for Tuition Remission.

Part-time attendance that accumulates to 12 credit hours will be considered a semester unit for eligibility purposes. All semesters taken by the spouse or dependent, whether through Tuition Waiver or Tuition Exchange or a combination thereof, will count toward the maximum eight semester units listed above.

### *Appeals for Additional Semesters*

A dependent may request up to a maximum of two additional semesters, due to extenuating circumstances that prevented the dependent from graduating in 8 semester units. The request must be made each year and may require a separate letter from the dependent's advisor and/or registrar indicating justification for the additional coursework.

All requests should be submitted to:

Tuition Remission Advisory and Appeals Committee  
C/O Director of Financial Aid  
Financial Aid Office  
P.O. Box 1000  
Ferrum, VA 24088

The dependent will be notified by the Financial Aid Office of her or his right to appeal for the additional year. The Tuition Remission Advisory and Appeals Committee will review all appeals and respond to the student as appropriate. The deadline for appeals is July 31 of each year.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, the Tuition Remission Advisory and Appeals Committee will allow a dependent with documented disabilities to appeal for additional semesters beyond the two additional semesters noted above. That dependent must provide appropriate documentation supporting her or his disability to the Tuition Remission Advisory and Appeals Committee, along with an appeal letter and a copy of the degree plan in order to be granted Tuition Remission for the additional semester(s).

As the Virginia Tuition Assistance Grant (VTAG) is limited to eight semesters, the dependent approved for additional semesters of coursework beyond the eighth semester will be responsible for payment of the amount equivalent to the VTAG.

## II. Application for Tuition Remission

To apply for Tuition Waiver the employee is required to complete and submit the “Tuition Waiver - Employee Form” to Human Resources each semester prior to the employee registering for classes (see *Deadlines* below). The employee planning to enroll may be required to complete the Free Application for Federal Student Aid (FAFSA) to assist in determining federal grant eligibility. The Financial Aid Office has the authority to request the FAFSA Application and any additional documentation necessary to verify financial aid eligibility.

To apply for Tuition Waiver for a spouse or dependent, the employee is required to complete the “Tuition Waiver - Dependent Form” and attach required documentation then submit to Human Resources each year prior to the dependent registering for classes (see *Deadlines* below). The dependent planning to enroll may be required to complete the Free Application for Federal Student Aid (FAFSA) to assist in determining federal grant eligibility. The Financial Aid Office has the authority to request the FAFSA Application and any additional documentation necessary to verify financial aid eligibility.

To apply for Tuition Exchange for a dependent, the employee is required to complete and submit the “Tuition Exchange Request Form” to Human Resources. Deadlines for submittal are specific to the admitting importing institution. It is the dependent’s responsibility to determine and adhere to such deadlines.

A full-time student who fails to submit the FAFSA before July 31 may forfeit the Tuition Remission benefit. Contact the Financial Aid Office for additional information regarding these applications.

All dependent students are **required** to pay the published Confirmation Deposit to indicate their intent to enroll.

Tuition Waiver and Tuition Exchange forms and information are available in the Human Resource Office or online at the Panther Portal (<https://portal.ferrum.edu>) under Faculty and Staff Services and Benefits.

The FAFSA can be accessed online at [www.fafsa.gov](http://www.fafsa.gov). The student and at least one parent (if dependent) will need a FSA ID to electronically sign the FAFSA online. Parents and students may apply online at <https://fsaid.ed.gov/npas/index.htm> for a FSA ID.

All applications and other required documents **MUST** be submitted by July 31 for the upcoming fall semester and by November 30 for the following spring semester. Documents include:

- Tuition Waiver or Tuition Exchange application (available on the Ferrum College Panther Portal). Note: Tuition Exchange applications may be required earlier than July 31 by the importing institution.
- Free Application for Federal Student Aid (FAFSA), if required.
- Virginia Tuition Assistance Grant (VTAG) application.
- Other financial aid documents as requested by the Financial Aid Office.

Failure to submit required documents before the deadlines listed may result in denial of the Tuition Remission benefit for the relevant semester

### **III. Financial Information**

Fees covered by Tuition Exchange are determined and administered by the host institution's tuition remission policy. The Tuition Exchange import student's fees will be administered according to the Ferrum College Tuition Remission policy in effect at that time.

Fees covered by Tuition Exchange include: tuition only.

At Ferrum College, fees covered by Tuition Waiver include: tuition for classes/courses offered by Ferrum College, internship (only those approved and required for the students' degree completion), and student activities fee.

Ferrum College online courses which fulfill degree requirements for traditional students are covered at 60% for staff and staff dependents. The staff member or staff dependent will be responsible for the remaining cost of the Ferrum College online course after the 60% is administered. Course minimum enrollment requirements must have been met with non-Tuition Remission students before Tuition Remission students will be permitted to enroll in such classes. Staff or their dependents wishing to take a College Consortium class not offered by Ferrum College will be expected to pay for those courses and adhere to all current policies governing College Consortium.

Fees not covered by Tuition Remission include: room & board, miscellaneous fees, field placement, student teaching, independent study, E-term travel and fees, College Consortium fees, lab fees, art fees, overload fees, audit fees, internships not required for the student's degree completion, private music lessons, online degree programs, May Term, nursing program and course fees, credit by exam or any fees not specifically referenced as "covered" above.

All fees not covered by Tuition Remission are owed and due prior to the beginning of each semester. Failure to pay outstanding student account balances may result in grades and transcripts being held, delays in registration for future semesters, and possible placement with a collection agency. All policies will be adhered to at all times.

Depending upon availability, Ferrum College reserves the right to limit access to on-campus housing for students receiving Tuition Remission and living within a 25-mile radius of campus. This could include

cancellation of previously assigned housing. All decisions will be finalized two weeks prior to the start of classes.

### ***Tuition Assistance Grant (TAG)***

An expected full-time student who is a resident of Virginia is required to apply for the Virginia Tuition Assistant Grant (VTAG) before July 31 of the year they intend to enroll. If the application is not received by the Financial Aid Office before the deadline, the student will be responsible for payment of the loss of the grant. Tuition Remission will not cover the loss of the VTAG funds. Students who enroll after the July 31 deadline will be required to pay the amount of the VTAG and the Tuition Remission benefit will be adjusted accordingly. As the Virginia Tuition Assistance Grant is limited to eight semesters, dependents approved for additional semesters of coursework beyond the eighth semester will be responsible for payment of the amount equivalent to the VTAG.

### ***External Financial Aid Awards***

Students who receive external scholarships are permitted to use up to 50% of outside scholarships received to assist in paying costs associated with room, board, books, travel, and personal expenses, up to the cost of attendance. The remainder of external scholarships received will reduce the Tuition Remission benefit. Those external scholarships that are designated for tuition and fees only will be used to reduce the Tuition Remission benefit at 100%. External scholarships that are designated for books only will not reduce the benefit.

Any federal grant funds and/or additional state grant funds the student may receive will also reduce Tuition Remission benefit.

### ***Institutional Financial Aid Awards***

The Tuition Remission benefit will replace any merit or need-based financial aid grants/scholarships received. Institutional grants and scholarships not based on merit or need, such as Praise and Worship, will reduce Tuition Remission benefit.

### ***Veteran's Benefits***

Staff or dependents who will receive any Federal Veteran's benefits must use those funds before being able to utilize Tuition Remission benefits. If Veteran's benefits do not cover the full tuition and fees for a staff or dependent, then Remission benefits may be used to offset the remaining costs.

### ***Additional Aid Options***

The dependent may qualify for student loan programs upon successful completion of the Free Application for Federal Student Aid (FAFSA) and enrolling in 6 credits or more in the term the loan funds will be used.

### ***Acadeum***

Tuition Waiver is available for courses that Ferrum College offers through Acadeum at a 60% discount of the course tuition cost. The staff member or spouse/dependent is responsible for 40% of the cost of the online course and all applicable fees. Courses offered by other institutions are not covered under Tuition Waiver and are the responsibility of the employee or spouse/dependent.

### *Study Abroad/E-Term*

Tuition Remission does not cover costs associated with Study Abroad. Students interested in Study Abroad opportunities should contact the Financial Aid Office for other financial aid assistance available to assist with these costs.

For E-Term classes, Tuition Remission will cover tuition of the student's first required E-Term course based on the student's degree program. Any additional E-Term course tuition costs will be the dependent's responsibility. Tuition Remission cannot be used for E-Term travel or fees.

Staff members enrolling in E Term courses may use up to 45 hours of work release time for E-Term. During the course of the spring semester, a staff member may only use work release for one course (E-Term or another course in the traditional spring semester). Any time over the 45-hour release will need to be made up by using vacation/personal time or leave without pay. Time may be made up within the same week at the discretion of the supervisor and notated on the staff member's time card.

Students, including staff taking E-Term courses may apply for an E-Term Scholarship for assistance with E-Term travel-related costs for the first required E-Term only. E-Term scholarships are available for courses whose travel costs are greater than \$2000 or an amount designed by the E-Term scholarship policy at the time of application. Students are limited to one E-Term Scholarship for their undergraduate degree.

## **IV. Withdrawals**

### Staff Dependents and Tuition Exchange Recipients

If the student withdraws from or is otherwise removed from classes during a semester, those credit hours will be counted toward the 8-semester limit.

A student who withdraws during a semester will be subject to Ferrum College's refund and withdrawal policy (available online at [www.ferrum.edu/financialaid](http://www.ferrum.edu/financialaid) ).

A student who withdraws from courses that have specific fees (i.e. art fees, lab fees) is responsible for 100% of the charged fees.

### Employees

Employees who withdraw after the add period may be subject to the withdrawal policy online at [www.ferrum.edu/financialaid](http://www.ferrum.edu/financialaid)

## Appendix A

### *Tuition Exchange, Inc.*

Ferrum College belongs to Tuition Exchange, Inc. (TEI), a national organization that administers multilateral tuition remission scholarships for employees of member colleges and universities. The TEI program is offered to the dependent of a Ferrum College employee.

Tuition Exchange, Inc. scholarships are not guaranteed to applicants. The member institution applies its own admissions standards and is free to choose among applicants. The dependent is expected to meet standards for academic performance and personal conduct.

A TEI scholarship is awarded generally for eight semester units to cover four-year undergraduate scholarships if the dependent enrolls as a freshman. The host college determines the value of the TE scholarship awarded. Tuition Exchange usually covers tuition charges but not room, board, course overloads, and other fees. At some member institutions, the amount of federal, state, and other grants that may or may not be based on financial need reduce TEI scholarships. Each member institution determines if TEI scholarships may be used for graduate programs, summer school, or study abroad programs.

Full details about Tuition Exchange, Inc. and a list of participating institutions are available in the Human Resources Office, on Ferrum College's Panther Portal or at [www.tuitionexchange.org](http://www.tuitionexchange.org).

### *The Council of Independent Colleges Tuition Exchange Program*

The CIC Tuition Exchange Program (CIC-TEP) addresses two needs. It encourages dependents of employees of private colleges and universities to attend similar institutions and it assists these families in meeting the partial cost of college attendance.

The program consists of a network of CIC colleges and universities willing to accept – tuition free – dependents from full-time employee families of other CIC institutions. Each participating institution in the network agrees to accept a limited number of students from other colleges on the same admission basis as they accept all other students. Students are responsible for all non-tuition charges, including but not limited to board, room, and fees, at the institution in which they enroll.

The following guidelines apply to all students in the CIC-TEP program.

- The host institution determines whether student applicants are admissible, in accordance with regular institutional admission standards and in compliance with all host institution financial aid policies and procedures.
- The host institution's commitment to each student is limited to full tuition remission. (Institutions may not grant a partial tuition write-off.) Host institutions may use other tuition-specific student financial aid to offset some of this remission.
- Students are eligible for CIC-TEP benefits for a total of eight semesters (consecutive or nonconsecutive). Host institutions are under no obligation to extend the benefit beyond eight semesters.

- Host institutions will determine whether CIC-TEP benefits may be used for part-time, graduate, and/or international study.
- The admissions office of the host institution is responsible for informing the student of her or his acceptance to attend the institution.
- The Liaison Officer of the host institution is responsible for informing the student of her/his acceptance into CIC-TEP.
- The host institution determines whether enrolled students are maintaining good academic standing and satisfactory academic progress.

Full details about the CIC Tuition Exchange Program and a list of participating institutions are available in the Human Resources Office, on Ferrum College's Panther Portal or at [www.cic.edu](http://www.cic.edu) .