



Tuition Benefit

In order to receive tuition remission, the employee must complete, sign and submit the appropriate Tuition Remission Application to Human Resources for approval.

Purpose

Millsaps is committed to “recruiting and retaining a high quality, diverse and engaged faculty and staff to direct the students’ college experience toward excellence”. As part of its desire to meet its employees evolving needs, Millsaps offers the Employee Tuition Benefit to foster the professional growth and development of its eligible employees.

Benefit Description:

Undergraduate Courses – Degree

Eligibility: Start date of term immediately following completion of eligibility requirements

- Full-time employees who have completed 3 consecutive years of full-time service
- Legal Spouse or registered domestic partner of eligible employee
- Dependent Children (unmarried, under the age of 26, biological child; or lawfully adopted child; or stepchild) of eligible employee
- Eligible Spouse or registered domestic partner and/or Dependent Children of an eligible employee with at least seven years of service who retires or dies while still working at the College

Benefit: Tuition Remission – Tuition reduced to \$20 per credit hour up to a maximum tuition cost of \$300 per semester. All required fees, room and board are charged at the given year rate.

Undergraduate Courses – Personal Growth & Development (Non-Degree)

Eligibility: Start date of term immediately following date of hire

- full-time employees
- proportionately to eligible permanent part-time employees
- spouse of eligible employee

Benefit: Tuition waived for one undergraduate course per semester for personal growth and development. This waiver applies to tuition only, all other fees are charged at the given year rate.

Terms and Conditions of Undergraduate Degree & Non-Degree

- To apply for Tuition Remission, please submit the completed *Tuition Remission Application – Employee or Tuition Remission Application - Spouse or Dependent* to Human Resources for approval
- Only one course may be taken during the employee's regular work schedule.
- Staff employees must take the demands of their job responsibilities into account when scheduling courses and in cases of conflict, the job must take precedence.
- It is expected that time away from the job for course work by a staff employee will be made up.
- The employee's supervisor and the appropriate division head must approve in writing, prior to registration, the revised work schedule necessary to attend the class.
- The employee's actual work time excluding class time remains undiminished, and care should be exercised regarding how the revised work schedule may affect others.
- If a dependent child attending Millsaps receives a merit scholarship, the higher of the scholarship or tuition waiver may be applied, but not both.
- Tuition remission is limited to four academic years (or the equivalent thereof).
- Tuition payment may not cover directed study or other courses for which the instructor is paid on the basis of the number of enrollees.
- Withdrawals will follow the College policy. Recipient will reimburse the College for the used portion of the waiver.

Graduate Courses – MBC/MAAC Courses

Eligibility: Start date of term immediately following completion of eligibility requirements

- Full-time employees who have completed 1 year of full-time service
- Employee must be an accepted candidate for the graduate degree program, either at the time of enrollment or before the completion of their initial semester

Benefit: Tuition remission – equivalent to one-half the current rate per graduate hour for a maximum of two (2) courses or six (6) graduate hours per semester.

Terms and Conditions of Waivers

- To apply for Tuition Remission, please submit the completed *Tuition Remission Application – Employee* to Human Resources for approval
- No additional Millsaps scholarships or discounts will be awarded to eligible recipients of the Tuition Remission benefit.
- Course enrollment for recipients of this benefit will be allowed on a space available basis.
- If an eligible employee leaves the employ of the College during the semester, the full amount of tuition remission for that time period will be forfeited and the balance will become immediately due and payable in order to continue the course(s).
- The employee will be responsible for all federal income taxes applicable for tuition remission credit awarded under this benefit.

- Graduate tuition assistance benefits that exceed \$5250 in a calendar year may be taxable.
- Withdrawals will follow the College policy. Recipient will reimburse the College for the used portion of the waiver.

Tuition Exchange Program

Eligibility: Start date of term immediately following completion of eligibility requirements

- Dependent Children (unmarried, under the age of 26, biological child; or lawfully adopted child; or stepchild) of full-time employees who have completed 3 consecutive years of full-time service

Benefit: Millsaps participates in three (3) tuition exchange programs. Children of eligible Millsaps' employees may attend participating colleges situated throughout the nation on a full or partial undergraduate tuition scholarship.

For information about participating schools, you may visit the websites [of Associated Colleges of the South](#), [The Tuition Exchange](#), or [The Council of Independent Colleges](#).

To apply for Tuition Exchange benefit, complete the ***Millsaps College Request for Tuition Exchange Form*** during the fall semester of your child's senior year in high school. Please submit the completed form along with the *Tuition Remissions Application – Spouse or Dependent* to the Human Resources for approval.

Eligibility Status Exceptions – Special Situations that may affect eligibility status

- Family and Medical Leave (FML) or Short-Term Disability (STD): Eligible employees on approved family medical leave or short-term disability are eligible to receive the tuition benefits for which they are normally eligible for while on approved leave. If the employee's FML or STD leave has been exhausted, he/she will not be eligible for tuition benefits beyond the current term.
- Worker's Compensation: Employees on worker's compensation will continue to be eligible for the tuition benefit for one year from the date worker's compensation began.
- Leave of Absence without Pay: Employees in this status are not eligible to receive tuition benefits during the leave.
- Long-term Disability: Eligible employees, with 7 consecutive years of service, and their eligible dependents are eligible to receive the tuition benefit following the terms and conditions while the faculty/staff member continues to qualify for long-term disability.
- Faculty/staff who are active, but not being paid, may be considered ineligible.
Terminations/Resignation: the full amount of tuition remission for that time period will be forfeited and the balance will become immediately due and payable in order to continue the course(s).

In Effect: 05/01/2014

Approved by Vice President for Finance