

Tuition Discount Program

A. Tuition Discount

a. Introduction

Olivet University provides tuition discounts to its employees. For full-time employees, this benefit is extended to their spouses. Grants for dependent children of full and part-time employees are available according to the policies below. Please read over the sections below before applying for the benefit.

Regular full-time and part-time employees (as defined below) may take courses offered at the undergraduate and graduate level. Regular full-time employees and Part-time employees receive this benefit on a proportionate basis. (For example, if the employee's FTE is .50, the employees will be required to pay 50 percent of the tuition portion as well as 100 percent of any applicable fees.)

In addition, full-time and part-time employees may participate in a graduate level cohort degree-seeking program.

b. Definition of full-time/part-time for tuition discount benefits

For tuition benefit purposes full-time and part-time is defined as follows:

- Full-time is defined as:
 - Staff: 40 hours/week or 100 percent FTE
- Part-time is defined:
 - Staff: 20 hours/week or greater or 50 percent FTE

The forms to enroll for this benefit are available with the Office of Administration.

c. General Tuition Discount Policies

- The employee, spouse, or dependent child must apply and be accepted for admission to the University and pay the usual application fees.
- Application for the tuition discount benefit must be made by the employee through the Office of Administration.
- Tuition benefit levels are noted below. The individual taking the course is responsible for all fees and other charges.

B. Undergraduate Tuition Discounts

a. Employee Participation – Undergraduate

- The class must begin after completion of the (staff) employee's 90-day orientation period.
- Participation will be limited to a class that has the capacity for additional students after tuition-paying students have completed registration.

- Work time lost while attending classes must be made up. Arrangements must be made with the supervisor to make up the lost time.

b. Spouse Participation for Full-Time Employees

Spouses of full-time employees are eligible for tuition discounts for undergraduate courses according to the following policies:

- Before 12 months of employment, spouses of employees taking classes in Olivet University have the following tuition discount benefit:
 - One class up to 4 credit hours at the 1-5 credit hour rate per quarter.
- After 12 months of employment, spouses of employees taking classes have the following benefit:
 - Spouses will receive a 25 percent discount off the tuition charges on undergraduate programs.
- Registration for classes during normal registration periods.
 - Registration for a course is completed through the Registrar's Office. Supervisor approval must be received by the Office of Administration.
- Participation in a class that has space available for additional students after tuition-paying students have completed registration.

Fees assessed, other than tuition, must be paid by the spouse taking the course.

c. Dependent Children Participation

A tuition grant of 50 percent of tuition is granted to the full-time employee's children who attend Olivet University. This grant is available upon commencing full-time employment.

The children of part-time employees are granted a tuition grant according to the FTE percentage. The following categories are used to determine the amount of the grant:

- If the part-time employee works 20-29 hours per week, the dependent receives a 25 percent tuition grant. If the part-time employee works 30-39 hours per week, the dependent receives a 37 percent tuition grant.
- A parent must be employed a minimum of 20 hours per week to be eligible for the grant. If more than one parent is employed part-time by the University, the part-time tuition grant will be awarded on the basis of the parent with the greater number of FTE.
- Temporary employees are not eligible for the grant.
- The calculation of the amount of the grant is made on the first day of the semester in which the child is enrolled, regardless of any modification of hours worked during that semester.

Fees assessed other than tuition are paid by the registered student. The following specifications apply to the awarding of the grant.

- Dependent sons and daughters of staff members who are registered at the University are eligible to apply.
- Eligible students may not have completed a baccalaureate degree.

- The grant is a no-need grant. Students who wish to apply for other types of aid will be awarded the dependent grant and other sources of outside and institutional aid for which they are eligible to a minimum level of 55 percent of need and a maximum level equal of costs for tuition and housing.
- The student must maintain satisfactory academic progress to qualify for continued receipt of the grant.
- If more than one parent is employed by the University, dependent student(s) shall receive a tuition grant.
- The tuition benefit terminates once the student has received the total of 128 credits (including transfer credits) or is not making academic progress toward the attainment of a degree, or obtains the first bachelor's degree.
- Marriage of an employee's child does not necessarily terminate the dependency status and terminate the benefit. Proof of dependency in such cases is incumbent upon the employee.

The tuition benefit at Olivet University also applies to the dependent children and spouses of employees who become disabled while employed by the University.