



Texas Christian University Policy

Policy Number: 6.005

Subject: Tuition Assistance

Effective Date: January 1, 1999

Revised: November 19, 2009

I. Purpose

It is the policy of Texas Christian University (TCU) to offer tuition assistance to eligible current faculty/staff members, their spouses or domestic partners, and dependent children who are seeking a degree. Individuals must verify dependent status through the Human Resources Department if dependents are not listed in the Human Resources system. Current employees must work at least .75 FTE.

II. Eligibility

1. Eligibility of the faculty/staff member for this benefit begins upon completion of six months of employment at the University. Thereafter, the faculty/staff member may participate in the next regularly scheduled semester or summer term.
2. Dependents of eligible faculty/staff become eligible for a waiver of 50% of TCU tuition after one year of service and 100% of TCU tuition after three years of service. Thereafter, the dependent may participate at the appropriate benefit level in the next regularly scheduled semester or summer term.
3. Emeritus faculty and their eligible family members may participate in the tuition assistance program.

III. Definitions

1. Tuition assistance pertains to tuition only. It does not include fees and other charges. For faculty/staff participating in the tuition assistance benefit, the general fee is \$25 per credit hour. For dependents, the general fee is \$80 per credit hour or \$925 per semester for 12 or more hours of coursework. Special courses may require additional fees.
2. Tuition reimbursement does not cover the educational costs of vocational or trade programs.

IV. Procedures

1. When an eligible faculty/staff member is on a paid leave of absence, the tuition assistance remains in effect.
2. If a faculty/staff member is on a leave of absence without pay, tuition remission for his or her spouse or domestic partner and dependents will not continue. The University, upon approval by the Vice Chancellor for Academic Affairs, will make available an interest-bearing note in the amount of the tuition charges. If the faculty/staff member returns for a least one full academic year of employment, the principal and interest will be cancelled.
3. Eligible faculty, staff, and family members must apply within the established deadlines for admission to TCU.
4. Reimbursement of full community college tuition will be provided for dependent children who do not meet TCU admission requirements and attend Tarrant County College or a community college in a county adjacent to Tarrant County. This applies to dependent children of eligible faculty/staff after one year of service.
5. TCU participates in the Tuition Exchange Program. This is a partnership of more than 600 colleges and universities offering competitive tuition exchange scholarships to dependents of eligible faculty/staff employed at member institutions. Faculty/staff with at least three years of service are eligible for this program. Tuition reimbursement for schools other than TCU is only available for dependent children of eligible faculty/staff, not the faculty/staff themselves. Information and program guidelines are available in the Office of Scholarship and Financial Aid.
6. Eligibility for continued participation in the tuition assistance program is subject to:
 - a) The TCU Financial Aid Office's statement of satisfactory academic progress, if the student is attending TCU or
 - b) The policy of satisfactory academic progress of the financial aid office in the college/university where the student is enrolled.
7. Tuition reimbursement for schools other than TCU is not available for employees or their spouses/domestic partners.
8. Faculty and staff members are eligible to receive tuition assistance for a maximum of Six semester hours per regular semester and six semester hours for any combination of summer terms in either undergraduate or graduate level courses.

9. A maximum of one course can be taken or audited during the employee's normal working hours if approved by the appropriate supervisor, dean or unit head. When an employee attends classes during regularly scheduled working hours, this time must be made up during the same week. If a course is taken at the request of the University, it is considered training and is counted as time worked.
10. Faculty/staff members enrolled under the tuition assistance program will use their faculty/staff ID card in lieu of a student ID card.
11. For a fall or spring semester, a faculty/staff member who ceases employment with the University on or before the 20th day of classes is ineligible to receive full benefit from the tuition assistance program. The policy also applies to the spouse, domestic partner, and/or dependent children of the eligible faculty/staff member. If the recipient of the tuition assistance wishes to continue attending classes, payment of tuition will be required according to the following schedule:

Termination from the university before the:	Tuition due to the university:
5th day of class	100%
10 th day of class	75%
15 th day of class	50%
20 th day of class	25%

Should a faculty/staff member leave employment at the University after the 20th day of classes, the tuition benefit will cease at the end of the semester or summer term in progress at the time of separation.

12. Spouses or domestic partners who are not also employees are eligible for tuition assistance toward the completion of either one undergraduate or one graduate degree only. The University will support no more than 110% of the number of undergraduate or graduate hours required for the program pursued by the spouse or domestic partner, excluding all certificate programs offered by the University.
13. Dependent children of eligible faculty/staff are eligible for full tuition assistance up to a maximum of 110% of the number of credit hours required for the undergraduate degree sought at TCU. Dependent children of eligible faculty/staff members are not eligible for tuition benefits for graduate programs.
14. A Dependent Child is defined by TCU as:
 - a) A natural child
 - b) A legally adopted child, defined as a child adopted or placed for adoption with the participant before the child reaches the age of 18.

- c) A stepchild whom the participant provides support and whom resides with the participant.
 - d) A child with proof of legal guardianship by the participant.
 - e) Grandchildren of participants are not eligible for tuition reimbursement unless the appropriate adoption papers have been issued.
- **A participant is considered to support a child when the participant provides over 50% of the child's living expenses.**

15. This benefit shall terminate at the end of the academic semester or summer term in which the dependent child reaches age 24 or completes 110% of the credit hours required for the undergraduate degree sought, whichever comes first. Only 110% of the total hours required for an undergraduate degree are covered.

V. Auditing Courses

Benefits eligible faculty/staff and emeritus faculty/staff in addition to their spouses or domestic partners may audit one course per semester without charge, provided that space is available. An auditor does not receive a grade or credit, does not normally take quizzes or final exams, and participates in class activities and discussions at the discretion of the instructor. Permission of the instructor is required to audit a course. The active employee must make up time devoted to courses taken during normal working hours.

VI. Administrative Responsibility

The Human Resources Office is responsible for the administration and interpretation of the tuition assistance policy.

VII. Forms Required

The Financial Aid Office and Human Resources Office will provide the necessary forms for the tuition assistance program.