

### 1100.3 Tuition Scholarship Benefits—Employees and Spouses

**Purpose** To define the conditions under which Rensselaer Polytechnic Institute will pay tuition scholarship benefits for employees and their spouses.

**Policy** Internal Tuition Policy

For regular *full-time employees* and their spouses, Rensselaer will pay 80% of the cost of tuition for a maximum of two courses per semester up to a maximum of six courses in each fiscal year for courses taken at Rensselaer prior to July 1, 2014. For courses taken on or after July 1, 2014, the reimbursement will be 75% of the cost of tuition. All coursework taken by the employee must be approved in advance and in writing by their immediate supervisor **AND** their Department Head, Dean or Vice President.

For *regular part-time employees*, Rensselaer will pay 80% of the cost of tuition for a maximum of two courses per semester up to a maximum of six courses in each fiscal year for courses taken at Rensselaer prior to July 1, 2014. For courses taken on or after July 1, 2014, the reimbursement will be 75% of the cost of tuition. However, the coursework taken by the employee must be **job-related** and approved in advance and in writing and by their immediate supervisor **AND** their Department Head, Dean or Vice President.

Each course cannot exceed 4 credits in order to be eligible for the benefit.

External Tuition Policy

For *regular full-time employees*, Rensselaer will reimburse 80% of the cost of tuition for up to two job-related courses per fiscal year taken at other recognized colleges or universities prior to July 1, 2014. For courses taken on or after, July 1, 2014, the reimbursement will be 75% of the cost of tuition. However, the coursework taken by the employee must be **job-related** and approved in advance and in writing and by their immediate supervisor and their Department Head, Dean or Vice President.

*Regular part-time employees* are not eligible for tuition reimbursement for any courses taken outside of Rensselaer.

Each course cannot exceed 4 credits in order to be eligible for the benefit.

General Tuition Policy

1. The reimbursement rate is up to 80% of tuition provided the employee/spouse has passed the course with a grade of "C" or higher (or "pass" in a "pass/fail" grading system) for coursework completed prior to July 1, 2014. For courses taken on or after July 1, 2014, the reimbursement will be 75% of the cost of

tuition. Each course cannot exceed 4 credits in order to be eligible for the benefit.

2. When, during a semester, an employee separates from the Institute for reasons other than death, disability, retirement, or changes to a position not covered by this policy and the Division of Human Resources has approved the application for tuition benefits, the tuition benefits will continue through the end of the academic semester.

In determining eligibility for such separating employees and their spouses, the employee must have been considered an active employee for four weeks during the semester for which the benefit is being utilized.

3. Employees may enroll in courses offered during the workday, subject to the advanced written approval of their immediate supervisor and their Department Head, Dean or Vice President. In deciding whether to grant approval, the supervisor and Department Head, Dean or Vice President, should take into consideration the work requirements of the office and whether the course is job-related. **Time away from work to attend classes must be made up or charged to Paid Time Off.**
4. All other cases regarding educational opportunities and benefits for faculty are subject to the Provost's approval after a recommendation is made by the appropriate Department Head or Dean of the school concerned.

**Definitions** College refers to any college, university or other accredited institution of higher education as listed in the *Accredited Institutions of Post Secondary Education* and accredited by one of the following accrediting agencies:

- Accrediting Council for Independent Colleges and Schools
- Accrediting Commission for Career Schools/Colleges of Technology
- Accrediting Commission of the Distance Education and Training Council
- Board of Commissioners, Accrediting Bureau of Health Education School
- Middle States Association of Colleges and Schools/Commission on Higher Education (MSACS)
- New England Association of Schools and Colleges-Commission on Institutions of Higher Education (NEASC-CIHE)
- North Central Association of Colleges and Schools (NCACS)

- Northwest Commission on Colleges and Universities (NCCU)
- Southern Association of Colleges and Schools-Commission on Colleges (SACS-CC)
- Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges (WASC-Sr.)
- Western Association of Schools and Colleges-Accrediting Commission for Junior Colleges (WASC-Jr.)

“College” shall also include foreign institutions when the Provost determines that the institution would be accredited by one of the above agencies if it were in the United States.

Semester is defined as one half of an academic year. If a college or university uses a different division of the academic year, the amount of scholarship will be limited in order not to exceed the yearly maximum benefit.

**Procedure** Courses Taken at Rensselaer

- A. Employees and their spouses who wish to take courses at Rensselaer must use the following procedure:
1. Apply for admission through the Offices of Undergraduate or Graduate Admissions. They may apply to enroll in an undergraduate or graduate degree program, or as a non-matriculating student.
  2. Employees/spouses applying for a degree program should apply well in advance of the semester in order to allow time for required test scores and other credential reviews. Those applying as non-matriculating students should apply no later than two weeks before the start of the course(s) they wish to take. In both instances, a certified copy of the applicant’s high school (or equivalent) or college transcript will be required. Any other requirements for acceptance may be determined by contacting either the Undergraduate or Graduate Admissions Offices.

If there are questions about the admissions process including qualifications, contact the Director, Undergraduate Admissions or the Director, Graduate Admissions. The offices of Undergraduate or Graduate Admissions will inform the applicant by letter of the degree program, or for non-matriculating students, the course(s) to which they have been admitted and will also inform the Registrar of the acceptance.

3. After admission, the employee must forward to Human Resources a completed Tuition Remission Form (available from the Division of Human Resources) signed by the employee, the employee’s immediate supervisor and the employee’s

Department Head, Dean or Vice President. A completed request form must be approved for each semester the employee is taking courses. The Tuition Remission Request form must be sent to the Division of Human Resources no later than the beginning of the semester for which course work begins.

- B. The President, Cabinet Members, and the Director of Internal Audit may not enroll in degree programs at Rensselaer unless an exception has been granted by the President or the Board of Trustees.
- C. Professors, associate professors and assistant professors normally may enroll in up to two courses per semester offered by Rensselaer with the approval of the Provost. However, if the course is being taken for credit, credit must be transferred to another institution.
- D. Non-tenure/tenure-track faculty may enroll for up to two courses per semester at Rensselaer.

#### Courses at Another University or College

Employees who wish to take courses at a University or College outside of Rensselaer must obtain advanced written approval by their immediate supervisor and Department Head, Dean, or Vice President, prior to the commencement of the course. **Courses must be job-related** as verified by the employee's supervisor on the Tuition Scholarship Request Form.

Evidence of grade status and a tuition bill must be attached to the Tuition Remission Form and sent to the Division of Human Resources in order for reimbursement to be processed in a timely manner and no later than 30 days from the end of the semester.

The reimbursement rate is 75% of tuition provided the employee has passed the course with a grade of "C" or higher (or "pass" in a "pass/fail" grading system) for courses taken on or after July 1, 2014. This benefit applies only to employees and is not available to spouses.

#### Responsibility

All questions regarding the interpretation or application of the provisions of this policy should be addressed to the Division of Human Resources.

#### Taxation of Tuition Benefit

Employees are solely responsible for any and all tax liability incurred as a result of utilizing their Rensselaer tuition benefit.