

UNION COLLEGE APPLICATION FOR EMPLOYEE TUITION GRANT

POLICY STATEMENT SEE REVERSE SIDE

EMPLOYEE SECTION

NAME _____ POSITION _____

ID# _____ EMPLOYMENT DATE _____

ACADEMIC TERM (Please Check One)

FALL _____ FALL I _____ FALL II _____

SPRING _____ SPRING I _____ SPRING II _____

MAY _____ SUM I _____ SUM II _____ SUM III _____ SUM IV _____

WINTER _____

COURSE(S) REQUESTED DURING WORKING HOURS

COURSE TITLE	COURSE #	CREDIT HOURS	DAYS	TIME

COURSE(S) REQUESTED OUTSIDE COLLEGE WORKING HOURS

COURSE TITLE	COURSE #	CREDIT HOURS	DAYS	TIME

EMPLOYEE SIGNATURE _____

DATE _____

SUPERVISOR SIGNATURE _____

DATE _____

BUSINESS OFFICE USE ONLY

V.P. FOR BUSINESS & FINANCIAL SERVICES SIGNATURE _____

COORDINATOR OF STUDENT ACCOUNTS SIGNATURE _____

DATE POSTED TO STUDENT ACCOUNT _____ AMOUNT \$ _____

DEPARTMENT ACCT# _____ HRS AWARDED THIS YR _____

EMPLOYEE TUITION GRANT POLICY

Union College supports its employees as they seek to attain a college degree and/or to continue their pursuit of life-long learning. The goal of the following policy is to assist employees with the completion of their college education at a reduced cost.

This policy applies to Union College employees hired on or after September 1, 2016. Employees hired prior to September 1, 2016 are grandfathered and will be subject to the previous version of this policy. If an employee hired prior to September 1, 2016 leaves employment with Union College and later returns to employment with Union College, he/she will be subject to the latest version of the Employee Tuition Grant Policy.

Undergraduate Courses

1. All full-time employees as well as part-time employees who work at least 1040 hours per year are eligible for this benefit.
2. To be eligible, an employee must be employed at least one complete year.
3. Eligibility will begin on the one year anniversary date of the employee's employment and will apply to the first academic term after this date.
4. Full-time employees may enroll in up to 6 hours per calendar year free of charge upon written approval of the immediate supervisor.
5. Part-time employees may enroll in 3 hours per calendar free of charge.
6. Employees may enroll in only 1 course per semester.
7. Course enrollment must have sufficient registration as determined by the Office of Academic Affairs before an employee can be added to it.
8. The tuition grant does not apply to the winter term, May term or summer terms.
9. Employees must be employed on the date classes begin for each term. Final eligibility for this benefit will be determined on the date classes begin for each term. Pre-registration does not guarantee eligibility.
- 10. The employee tuition grant covers tuition only. Additional class fees, technology fees, textbook fees, online course fees or other fees are the responsibility of the employee.**

Graduate Courses

1. All full-time employees as well as part-time employees who work at least 1040 hours per year are eligible for this benefit.
2. To be eligible, an employee must be employed at least one complete year.
3. Eligibility will begin on the one year anniversary date of the employee's employment and will apply to the first academic term after this date.
4. Full-time employees may enroll in up to 6 hours per calendar year and receive a 50% tuition waiver upon written approval of the immediate supervisor.
5. Part-time employees may enroll in 3 hours and receive a 50% tuition waiver per calendar year.
6. Employees may enroll in only 1 course per semester.
7. Course enrollment must have sufficient registration as determined by the Office of Academic Affairs before an employee can be added to it.

8. The tuition benefit does apply to the May term, winter term, or summer terms.
9. Employees must be employed on the date classes begin for each term. Final eligibility for this benefit will be determined on the date classes begin for each term. Pre-registration does not guarantee eligibility.
- 10. The employee tuition grant covers tuition only. Additional class fees, technology fees, textbook fees, online course fees or other fees are the responsibility of the employee.**

Supervisors have the authority to refuse permission for employees to take a course when job responsibilities necessitate the employee being present at the job site during regularly scheduled working hours. Supervisors are encouraged to accommodate employees in their efforts without sacrificing the department's efficiency. But the operation of the department has priority and will take precedence over any classes scheduled during work hours. If the supervisor approves time off from work to attend class, such time off must be either made up during the same pay period or the work schedule be altered to accommodate the time missed. For non-exempt employees, the supervisor's written approval (Employee Tuition Grant Form) must include a statement as to how and when the non-exempt employee will make up the time missed due to taking the class during working hours. The non-exempt employee will not be paid for time in class.

Approved by Senior Staff August 8, 2016