

ARTICLE 24

EDUCATIONAL SCHOLARSHIPS

A. GENERAL PROVISIONS

1. The University will provide scholarships for all full and part-time bargaining unit employees (including those laid-off employees who have un-expired recall rights) and dependents of full and part-time (as defined in this Article) for instructional, general and out-of-state fees.
2. All necessary and required forms must be completed, including completion of the fee waiver form, at least two (2) weeks prior to the beginning of the class.
3. The maximum lifetime allowance per person for benefits under this Article shall be 160 semester hours, 240 credit hours, or the equivalent combination of quarter and semester hours (2 semester hours = 3 quarter hours).
4. Enrollment must follow regular registration procedures.
5. Those programs or courses which have special admission requirements for class size limitations will be available to employees in the same manner as available to the general student population, and employees shall be required to compete for admission into these programs or courses with other student applicants.
6. If an employee/dependent is eligible for Pell or OIG grants, such funds will apply against applicable educational expenses as stipulated by the grant.

B. BARGAINING UNIT EMPLOYEES.

1. Enrollment in courses are permitted at Shawnee State University up to a maximum of two courses not to exceed eight (8) credit hours per semester for full-time employees and six (6) credit hours for part-time employees. If an employee is registered in a course of study prior to his/her retirement, the retiree may request a scholarship reimbursement for four (4) credit hours per semester for one academic year. Reimbursement will be made at the end of the semester with evidence of successful completion of the course with a grade of C or better.
2. In order to avoid interruptions on the job, employees shall register for classes which meet outside of their regular work schedules. An exception may be made for one class per semester if: a) the employee has prior supervisor approval; b) the course is ONLY AVAILABLE during normal work hours; c) the course is REQUIRED for completion of a degreed program; and, d) a flexible schedule can be arranged which contains forty (40) hours/week, not to exceed eight (8) hours in any given day.
3. If an employee/dependent/retiree is eligible for Pell or OIG grants, such funds will apply against applicable educational expenses as stipulated by the grant.

C. FULL-TIME AND REGULAR PART-TIME EMPLOYEES' DEPENDENTS.

1. Dependent is defined as the full-time and/or part-time bargaining unit employee's spouse or any children twenty-five (25) years of age or younger and dependent upon the employee as defined under IRS rulings.

2. Full-time employees: The University will provide scholarships for dependents of full-time employees to pay for instructional, general, and out-of-state fees up to a lifetime maximum of 160 semester hours, 240 quarter hours, or the equivalent combination of quarter and semester hours (2 semester hours = 3 quarter hours).
3. Part-time employees: The University will provide scholarships for dependents of part-time employees regularly working at least twenty (20) hours per week for up to six (6) credit hours per semester for instructional, general, and out-of-state fees up to a lifetime maximum of 160 semester hours, 240 quarter hours, or the equivalent combination of quarter and semester hours (2 semester hours = 3 quarter hours).
4. Instructional and general fees to attend Shawnee State University will be waived for dependents of full-time employees who are placed on OPERS disability retirement up to a maximum 160 semester hours, 240 quarter hours, or the equivalent combination of quarter and semester hours (2 semester hours = 3 quarter hours).
5. Upon an employee's retirement or death during active service, instructional and general fees will be waived for a period of two (2) years following the separation date, if the employee worked for SSU for five (5) years or more in full-time status. The maximum benefit will be 80 semester hours, 120 quarter hours, or an equivalent combination of quarter and semester hours.
6. All dependents requesting a scholarship under this Article must:
 - a. Apply for and use the Ohio Instructional Grant (OIG), if eligible,
 - b. Apply for and use the Pell grant, if eligible. The Pell funds will be used for applicable educational expenses as stipulated by the grant.