

Shawnee State University

POLICY TITLE:	ON CAMPUS EDUCATION BENEFITS
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1.0 PURPOSE

Shawnee State University waives certain on-campus education costs as a means of encouraging administrative employees (administrators and administrative technical services staff) to further their education and the education of their spouse and eligible dependents in accordance with the terms of this policy. On-campus education benefits are consistent with higher education industry standards and are an important component of the University's overall benefit program provided to employees.

2.0 ON-CAMPUS EDUCATION BENEFITS

2.1 The on-campus education benefit waives instructional, technology, and general fees. Where applicable, out of state fees are waived.

2.2 The on-campus education benefit does not cover the costs of special fees such as course fees, bond fees, late payment fees, or supply fees. These costs, including those of his/her spouse and/or dependent(s), are the responsibility of the employee.

3.0 FULL-TIME ADMINISTRATIVE EMPLOYEES

3.1 ELIGIBILITY

Full-time administrative employees (executives, administrators, and administrative technical support staff), including administrative employees who are on:

3.1.1 Authorized leave of absence;

3.1.2 Temporary layoff or furlough status through the layoff or furlough period;

3.1.3 Retirement (disability or service) status with ten years of full-time continuous service.

3.2 BENEFIT

3.2.1 Administrative employees may take a maximum of two (2) courses not to exceed six (6) credit hours per semester. The maximum benefit for a full-time employee is 160 attempted semester hours.

3.2.2 Administrative employees are expected to register for classes that meet outside of their regular work schedules. In situations in which the course must be taken during the employee's regular work schedule, with written approval from his/her supervisor, an administrative employee may arrange for a flexible schedule in order to complete the required course.

3.2.3 The restriction of six (6) credit hours shall not apply when on an authorized leave of absence or a temporary layoff or furlough.

3.3 PART-TIME ADMINISTRATIVE EMPLOYEES

A part-time administrative employee is eligible for a maximum of one (1) course per term, taken on the employee's own time. No special provisions will be made in employees' work schedules to accommodate taking the class.

3.4 ELIGIBLE DEPENDENT OF ACTIVE ADMINISTRATIVE EMPLOYEE

3.4.1 An eligible dependent is defined as the spouse, or child 25 years of age or younger, and dependent as defined under IRS rulings. Dependents of full-time administrative employees may enroll in as many hours per term as allowed under the University's academic policies.

3.4.2 The maximum benefit for each dependent under this policy is 160 attempted semester hours.

3.5 RETIRED FULL-TIME ADMINISTRATIVE EMPLOYEES AND THEIR DEPENDENTS

3.5.1 A full-time administrative employee who has formally retired into an Ohio state pension system or approved alternative retirement system (ARP), receiving a pension benefit payment, not actively working as a re-employed retiree, who has served at Shawnee State University for ten (10) continuous years or more in full-time status, is eligible to receive undergraduate fee waiver benefits on a space-available basis not to exceed 160 attempted credit hours.

3.5.2 A dependent of a retiree (meeting the above criteria) who is actively enrolled in an undergraduate degree program at the time of the employee's retirement may continue to receive waivers for instructional and general fees in order to complete the current course of study, not to exceed a total of 160 attempted credit hours.

3.6 DEPENDENTS OF A FULL-TIME EMPLOYEE DECEASED WHILE IN ACTIVE STATUS

3.6.1 A widow or widower and/or dependent child of a deceased full-time administrative employee with ten (10) years of continuous service is eligible to receive on-campus education benefits, as follows:

3.6.1.1 Must be enrolled in an undergraduate degree program within one year of the active employee's date of death;

3.6.1.2 Will be registered on a space-available basis;

3.6.1.3 Maximum tuition waiver is not to exceed 160 attempted credit hours.

4.0 SHAWNEE STATE UNIVERSITY GRADUATE PROGRAM EDUCATION BENEFITS

4.1 Full-time administrative employees (but not dependents) with at least two (2) years of continuous service with the University are eligible to receive a waiver of 50% of the instructional and general fees for the successful completion of a SSU graduate program, as follows:

4.1.1 Prior written approval of the degree program required by the employee's supervisor through the Vice President;

4.1.2 The employee must apply following the same application and selection criteria as all students;

4.1.3 Class space must be available, preference will not be given to SSU employees;

4.1.4 The fee waiver shall not exceed 50% of the instructional and general fees on a maximum of eight (8) credit hours per semester;

4.1.5 Administrative employees may complete one (1) graduate degree program under this policy;

4.1.6 Prior approval by supervisor to flex work or modify work schedules (including using earned vacation or comp time) is required in order to maintain a full-time workload;

4.1.7 IRS income tax will be applied, where applicable.

5.0 ADDITIONAL REQUIREMENTS/CRITERIA

- 5.1 Administrative employees, spouses and dependents shall enroll during the regular registration processes.
- 5.2 Programs or classes which have special admission requirements or limited class sizes will be available for enrollment in the same manner as made available to the general student body; and administrative employees, spouses and dependents will be required to compete for admission into these programs or courses with other student applicants
- 5.3 Administrative employees, spouses and dependents must remit payment for special fees such as course fees, bond fees, late payment fees, or supply fees, in accordance with University student payment deadlines
- 5.4 The administrative employee, spouse or dependent may be required to file the Free Application for Federal Student Aid (FAFSA) and complete the verification process if determined necessary by the Financial Aid office.
- 5.5 All necessary and required forms must be completed according to University policies and timetables. Forms are available on the [Financial Aid](#) webpage.
- 5.6 No employee or his/her dependent will be entitled to on-campus education benefits, nor will the University be required to pay, for any classes that have already been taken by the employee or dependent and failed or otherwise not successfully completed by the employee or dependent.

6.0 NON-CREDIT COURSES

Non-credit courses are not eligible for reimbursement under this Policy. If completion of a non-credit course is initiated by an employee's supervisor, is determined by the supervisor that the course directly relates and enhances the employee's skills and ability to perform assigned duties, and aids in the department's overall performance, the cost for such course may be paid fully by the administrator's department.

7.0 CONTRACT SERVICES

The Vice President for Finance and Administration is authorized to discount or waive tuition fees as a component of a negotiated agreement with an external vendor when the long-term stability of the vendor's workforce is critical to the University.

History

Effective: 08/27/91

Revised: 08/19/16, 09/19/14, 03/15/08, 02/09/00, 06/18/93