



CHAPMAN UNIVERSITY

Tuition Discount Benefits

7.0 Tuition Discount Benefits

7.1 Purpose

The purpose of this section is to define the terms and conditions for tuition discount eligibility for all Chapman University employees.

7.2 Definitions

The following employees are considered full-time for the purpose of this policy:

- Full-Time (40 hour) Administrators (12 month schedule)
- Full-Time (40 hour) Administrators (10 month schedule)
- 3/4 Time (30 hour) Administrators (12 month schedule)
- Full-Time (40 hour) Staff (12 month schedule)
- Full-Time (40 hour) Staff (10 month schedule)
- 3/4 Time (30 hour) Staff (12 month schedule)
- Full-Time Faculty

The following employees are considered part-time for the purpose of this policy:

- 1/2 Time (20 hour) Administrators (12 month schedule)
- 3/4 Time (30 hour) Administrators (10 month schedule)
- 3/4 Time (30 hour) Staff (10 month schedule)
- 1/2 Time (20 hour) Staff (12 month schedule)
- Part-Time Assistant Athletic Coaches
- Part-Time Faculty (teaching a minimum of 12 units per academic year)

The following employees do not receive tuition discounts:

- 1/2 Time (20 hour) Administrators (10 month schedule)
- 1/2 Time (20 hour) Staff (10 month schedule)
- Part-Time Staff (scheduled for less than 20 hours per week)
- Part-Time Faculty (teaching less than 12 units per academic year)
- Temporary Employees

The definition of "Dependents" for the purpose of this policy is the same as that of the IRS for income tax reporting purpose. In addition, in order to receive tuition benefits, eligible dependents must not have attained their 25th birthdays. Tuition benefits may apply until the end of the academic year in which the dependent attains his/her twenty-fifth birthday. The current spouse is considered a dependent for the purpose of this policy, however there is no age limitation to this benefit for current spouse. Each employee will be asked to sign a certification that the employee's spouse and dependents in fact meet eligibility criteria. This is subject to verification by the University.

For the purpose of this policy the "academic year" is the period from September 1 through August 31 of each year. Also, the summer semester at the Orange Campus shall be deemed to begin a new fiscal year. The "fiscal year" refers to the period June 1 through May 31 of each year.

7.3 Benefits For Employees Who Become Employed In Eligible Categories On Or After May 1, 1996.

Full-Time Employees

After the full time employee successfully completes the later of the Introductory Period of Employment (refer to Section 2.3.2 of the Staff and Administrative Handbook) or 180-days of employment, the employee shall be granted a total of twelve (12) units tuition free for personal use each fiscal year, subject to the conditions outlined below. Academic Center employees in this category receive three (3) units tuition free each academic term, subject to the conditions outlined below.

Courses taken in excess of six (6) units per semester and/or twelve (12) units per fiscal year shall be discounted 50% for Orange campus employees.

Courses taken in excess of three (3) units per academic term and/or fifteen (15) units per fiscal year shall be discounted 50% for Academic Center employees.

Dependents of Full-Time Employees:

After the full time employee successfully completes the later of the Introductory Period of Employment (refer to Section 2.3.2 of the Staff and Administrative Handbook) or 180-days of employment, the employee's eligible dependents will be granted a tuition discount of 30% for an unlimited number of undergraduate or graduate units, subject to the conditions stated below. After the employee completes four years of regular full-time employment, eligible dependents will be granted a tuition discount of 100% for an unlimited number of undergraduate or graduate units subject to the conditions described below.

Part-Time Employees

After the part-time employee successfully completes the later of the Introductory Period of Employment (refer to Section 2.3.3 of the Staff and Administrative Handbook) or 180-days of employment, the employee shall be granted a total of 6-units tuition free for personal use each fiscal year.

An instructor who teaches Academic Center T.A.P.E. courses is credited with one (1) unit for every two (2) students enrolled in the course being taught (i.e., 12 students = 6 units).

Excess units will not be discounted for part-time Employees.

No discounts are provided for the dependents of part-time employees.

7.4 Benefits For Employees Who Were Employed In Eligible Categories-Prior To May 1, 1996.

Full-Time Employees

Full-Time employees shall be granted a total of twelve (12) units tuition free for their personal use each fiscal year, subject to the conditions described below. Academic Center employees in this category receive three (3) units tuition free each academic term, subject to the conditions described below.

Courses taken in excess of six (6) units per semester and/or twelve (12) units per fiscal year shall be discounted 50% for Orange campus employees.

Courses taken in excess of three (3) units per academic term and/or fifteen (15) units per fiscal year shall be discounted 50% for Academic Center employees.

Eligible dependents of Full-Time employees will be granted a tuition discount of 100% for an unlimited number of units, subject to the conditions described below.

Part-Time Employees

Part-Time employees as described above shall be granted a total of six (6) units tuition free for personal use each fiscal year, subject to the conditions described below.

An instructor who teaches Academic Center T.A.P.E. courses is credited with one (1) unit for every two (2) students enrolled in the course being taught (i.e., 12 students = 6 units).

Excess units will not be discounted for Part-Time Employees.

No discounts are provided for the dependents of Part-Time employees.

7.5 General Provisions

Eligible dependents who receive one undergraduate degree through the tuition discount program may take no more undergraduate courses through the tuition discount program. This same limitation applies to eligible dependents who receive graduate degrees through the tuition discount program.

Programs which are Impacted or Limited in Size:

The granting of tuition benefits for certain graduate programs may be discontinued or eliminated by the University when the enrollment for the graduate programs is impacted or must be limited in size.

After the academic unit determines its capacity, the dean of that unit will send forward to the Deans' Council by May 1 of each year a listing of the programs which are expected to be filled for the coming academic year. The Deans' Council will consolidate a list of these programs and forward the list to the Senior Staff. The Senior staff will review this list and confirm which of these programs will not be eligible for the tuition discount benefit for the coming academic year. A current list of the ineligible programs will be approved by the President and posted in the Human Resources Department by May 15 of each year. For the purpose of this paragraph only, employees and dependents who apply for and are accepted into programs after the programs are deemed to be discount-ineligible will receive a 30 % tuition discount for enrollment in these programs. Employees and dependents must continue to meet the eligibility criteria and conditions described above.

Once an employee or dependent is admitted, with full tuition discount, to an academic program which later becomes limited as described in this paragraph, he/she may continue in the program through completion with full tuition discount, as long as all other eligibility criteria and conditions described herein are met.

Tuition discount benefits are applied with the assumption that the University is able to "forgive" the costs of education at Chapman University for eligible employees and their dependents. It is not intended that the University make additional cash outlays for such benefits. Individual employees must assume responsibility for additional charges which relate to certain programs. Examples may include, but are not limited to Shipboard Education, Executive MBA Program, private music lessons, Education Abroad Program or classes involving travel. The maximum allowable (100%) tuition discount for each affected class will be posted for each semester at the time of pre-registration. All charges above the approved discount must be paid by the employee.

Courses taken during normal working hours require the approval of the department head. Time used in taking courses during normal work hours is not considered time worked, therefore is not compensable. Staff employees may apply earned and approved vacation time to class hours; appropriate notations must be entered on all Staff employees' time sheets. Administrators may apply vacation time or make up work time lost if possible.

All tuition discounts cease when an employee voluntarily or involuntarily separates from employment with the University, or is on an unpaid leave of greater than thirty (30) days' duration for any purpose other than sabbatical leave. Employees or their dependents may complete the semester in progress when the leave commences or the separation occurs. Additional tuition discounts will not be permitted unless the employee returns to regular paid status.

In the event of the death of an active full-time employee who has completed ten (10) years of continuous full time service, the employee's eligible dependents may receive the tuition discount for which they normally would have been eligible until they reach 25 years of age. The surviving eligible spouse receives a 100% discount if he or she commences to pursue a degree within five years of the employee's death. The restriction and limitations for courses and programs, as described above, apply to this section.

The employee's status on the day classes begin for any given semester or academic center term determines what benefits are available. Discounts may not be applied towards a portion of a semester, nor granted retroactively once a semester has begun.

Employees and their dependents do not pay application fees. However, tuition discounts do not apply to fees or books. All employees are subject to normal Chapman payment, interest and collection policies.

Tuition discounts do not apply to courses numbered 800-999.

Chapman University complies with all current IRS regulations regarding taxability of tuition discounts.

7.6 Procedure

An *APPLICATION FOR TUITION DISCOUNT BENEFITS* must be completed by the employee. Forms are available in the Human Resources Department.

Orange campus and academic center employees must obtain signatures from their immediate supervisors and the Human Resources Department before classes begin. Academic Center employees should send their applications directly to the Human Resources Department.