

## Tuition Remission

Ohio Wesleyan offers three types of tuition benefits for eligible employees, their spouses and their dependents. Tuition benefits terminate upon the employee's retirement or separation from the University.

**Eligibility for Tuition Benefit Programs:** Regular full-time employees, their spouses, and dependent children become eligible for tuition benefits beginning with the semester following the employee's one-year anniversary of full-time employment. Dependents can participate in only one tuition remission program at a time. Spouses and dependents are not eligible for the tuition remission programs if they have already earned a Bachelor's degree. Dependents and spouses are eligible for tuition remission for a maximum of eight (8) semesters if they enroll and are accepted by a participating institution, subject to the rules of each program.

In the event of an employee's death while an eligible employee, tuition remission benefits will continue for the employee's spouse and dependents for the duration of their program eligibility. If the employee's spouse and/or dependents are not currently enrolled at the time of the employee's death, they remain eligible for this benefit at only Ohio Wesleyan University. If the employee's spouse remarries, the spouse is no longer eligible for this benefit.

In the event of the elimination of a faculty position held by a tenured faculty member, children of the faculty member who are already in college or high school (grades 9 through 12) at the time of the termination of the tenured faculty parent will be eligible for the tuition benefit, subject to other eligibility requirements for each program.

Contact the Office of Human Resources to obtain the required application form for tuition remission programs. The GLCA exchange and Tuition Exchange programs may have fees that are a percentage of the tuition charge at various schools. See current information on these programs for the most up-to-date information on those charges.

**Ohio Wesleyan Tuition Benefit:** Eligible employees, with the approval of their supervisor, may take classes during the normal workday. Time away from work will be unpaid for non-exempt employees and will need to be made up by exempt employees. Non-exempt employees may use vacation time to attend classes, or a revised work schedule to make up missed time may be developed through an advance written agreement with supervisor and divisional Vice President. The employee's job performance must remain at an acceptable level while taking classes or the approval will be revoked.

Eligible employees receive a full-time student tuition benefit at Ohio Wesleyan University if their eligible spouse or child is admitted to the University. This benefit covers tuition; it does not include any fees, off-campus program fees or board fees.

The cost of tuition for summer term may be covered by tuition remission at the option of the employee. In such cases the summer term will count as one of the eight (8) semesters for which the child or spouse is eligible. Ordinarily, the tuition benefit is not applied to the summer term, so employees who wish to apply the tuition remission benefit to a summer term for their child or spouse must inform the Office of Human Resources and the Director of Student Accounts of the intent to use the tuition remission benefit for a summer term.

Subject to housing availability and limited to a maximum of eight (8) semesters, children of full-time employees are eligible to receive a University housing benefit equal to 50 percent of the cost per semester for a multiple-occupancy room in a traditional residence hall. This benefit is applied to the student's account each semester the eligible student lives in on-campus housing. Students are required to purchase a meal plan while living on campus.

Tuition charges for OWU courses taken by an employee's child prior to the child's graduation from high school are eligible for the tuition benefit and do not count toward the eight semesters of eligibility.

Questions regarding your tuition bill should be addressed to student accounts.