ROLLINS COLLEGE TUITION REMISSION FOR DEPENDENTS OF FACULTY AND STAFF

PPM 300.80
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I. PURPOSE

The purpose of this benefit is to provide educational opportunities and financial assistance for Rollins College courses to employees for their spouses, domestic partners, children, and children of domestic partners. The procedures on how to apply are set forth in this document.

II. EFFECTIVE DATE

This procedure is effective immediately.

III. ELIGIBILITY

A. All employees in a regular, single budgeted position of 1,000 hours or more with ninety (90) days of continuous service.

B. Faculty and Staff members who have made a commitment on/before June 1 to join the College for the succeeding academic year shall be deemed to have met the ninety (90) day waiting period.

C. This policy applies to enrollments on a for-credit basis. Courses taken on an audit basis where the employee is attending the class as an overview and not for credit are not eligible under this benefit. Private instruction courses are also not eligible.

D. Tuition remission benefits are not available for any non-credit, certificate, or private lesson courses offered at Rollins College.

E. Should a full-time employee with five (5) or more years of continuous service at the College become totally disabled or die while still in employment status, the College will continue to provide tuition remission to those dependents qualifying for present or future assistance at the time of the faculty or staff member's disability or death.

F. Dependents qualifying for present and future assistance at the time of the employee’s retirement are eligible to receive tuition remission benefits. Employees must qualify under the Retirement Benefits Policy 300.12.

IV. ELIGIBILITY AND REQUIREMENTS
Children/Domestic Partner Children

A. An eligible child is defined as one who is a natural child, a step-child, a child legally adopted before attaining the age of sixteen (16), a child for whom a faculty/staff member has been granted guardianship before the age of sixteen (16), or a child of a certified domestic partner of the employee. The employee with granted guardianship will be required to provide the Human Resources Department with a copy of the court-appointed guardianship documentation.

B. To determine the eligibility for an exclusion from the employees taxable income, the employee must certify on the online remission application whether the child is dependent on the employee for support under the IRS Section 152 guidelines. Generally, to qualify the child must rely upon the employee for more than half of their financial support during the calendar year. If the child qualifies under the IRS guidelines as a tax dependent the value of the undergraduate tuition received under the tuition remission benefit is excluded from the employees taxable income. For additional guidance, employees can review IRS Publication 501 and should consult their tax advisor.

C. If a child is not considered a tax dependent under the IRS code the value of the undergraduate and graduate tuition received under the tuition remission benefit is taxable to the employee. Tuition for a domestic partner’s dependent child is taxable income to the employee, unless such child is a legal dependent of the employee (i.e. adopted).

D. The cost of graduate tuition is taxable income to the employee regardless of whether the child is considered a tax dependent under the IRS guidelines.

E. If the value of the tuition is taxable according to C. or D. above, the taxes will be divided among the pay periods during the term in which the course(s) are taken. Employees will be taxed on the tuition value received in the event the student withdraws from the program or drops a course according to the add/drop policy of the program.

F. Enrolled children must meet the standards of admission and continuing academic eligibility of the program. Tuition Remission recipients will register for classes under the same procedures and during the same time periods as all other students.

G. Full-time undergraduate students seeking a first Bachelor's degree must apply and qualify for the Florida Resident Access Grant (FRAG). The FRAG application & instructions is available on the Financial Aid forms webpage. FRAG eligibility begins following one year of residency in the state of Florida. A one year waiver will be granted to new students who have not been Florida residents for a year. A waiver is also granted to part time, graduate and those students who are non-residents. The amount of the remission benefit will be the amount of tuition and fees, less the value of the FRAG. Students will be required to pay the College the amount of tuition that would normally be granted to the College in connection with the FRAG in the following situations:
1. if the student fails to apply for the FRAG
2. if the students fails to maintain the minimum academic standards required for the FRAG
3. if the student enrolls in less than 12 hours in a Arts & Science program; or
4. any other situation where the FRAG is not received due to a historical financial aid issue such as a loan default or a grant overpayment

Please contact the Student Financial Aid Office for details on the requirements of the Florida Resident Access Grant.

H. Tuition Remission recipients will not be eligible for any other Rollins College sponsored scholarships unless the scholarship is designated for overseas travel expenses or is a Cornell Scholarship.

**Spouses and Domestic Partners**

A. The value of the undergraduate tuition received under the tuition remission benefit is excluded from the employees taxable income for a spouse. The cost of graduate tuition on the spouse and undergraduate and graduate tuition on the domestic partner is taxable income to the employee. The taxes will be divided among the pay periods during the term in which the course(s) are taken. Employees will be taxed on the tuition value received in the event the student withdraws from the program or drops a course according to the add/drop policy of the program.

B. Enrolled spouses and certified domestic partners must meet the standards of admission and continuing academic eligibility of a given program. Tuition Remission recipients will register for classes under the same procedures and during the same time periods as all other students.

C. Full-time undergraduate students seeking a first Bachelor's degree must apply and qualify for the Florida Resident Access Grant (FRAG). The FRAG application & instructions is available on the [Financial Aid forms webpage](#). FRAG eligibility begins following one year of residency in the state of Florida. A one year waiver will be granted to new students who have not been Florida residents for a year. A waiver is also granted to part time, graduate and those students who are non-residents. The amount of the remission benefit will be the amount of tuition and fees, less the value of the FRAG. Students will be required to pay the College the amount of tuition that would normally be granted to the College in connection with the FRAG in the following situations:

1. if the student fails to apply for the FRAG
2. if the students fails to maintain the minimum academic standards required for the FRAG
3. if the student enrolls in less than 12 hours in a Arts & Science program; or
4. any other situation where the FRAG is not received due to a historical financial aid issue such as a loan default or a grant overpayment
Please contact the Student Financial Aid Office for details on the requirements of the Florida Resident Access Grant.

D. Tuition Remission recipients will not be eligible for any other Rollins College sponsored scholarships unless the scholarship is designated for oversees travel expenses or is a Cornell scholarship.

V. ELIGIBLE PROGRAMS

Eligible dependents as detailed above may enroll in the following Rollins College Programs:

- College of Arts & Sciences undergraduate programs
- Hamilton Holt School undergraduate and graduate programs
- Crummer Graduate School of Business programs*

*The Key Executive MBA Program (KEMBA) is not eligible for tuition remission benefits under this policy.

Tuition Remission is not available for certificate or educational programs offered at Rollins College.

VI. TUITION GRANTS FOR APPROVED STUDY ABROAD PROGRAMS

A. Children of faculty and staff who are enrolled in a Rollins College Study Abroad Program or a Rollins College Affiliated Program may participate without paying tuition. All other fees, lab costs and other expenses will not be covered under the tuition remission benefit. For further information on Rollins approved study abroad programs, contact the International Programs office at Rollins College.

B. Children who are enrolled in a full-time undergraduate degree-seeking program who qualify for the $2,000 per year Tuition Grant for attending another educational institution (Tuition Grant Policy 300.79) may use up to $1,000 per semester (fall or spring) towards the cost of tuition in an approved study abroad program. This $1,000.00 will be subtracted from the $2,000 Tuition Grant program yearly maximum.

C. Spouses and domestic partners are not eligible for this program.

D. Tuition Remission recipients will not be eligible for any other Rollins College sponsored scholarships unless the scholarship is designated for oversees travel expenses.
VII. PROCEDURES

A. A Tuition Remission request must be completed online by the employee for each student each term that they are enrolled. The Tuition Remission Request Form is available online through the employee Foxlink account.

B. Human Resources will send an email approval or denial of the tuition remission benefit to the employee. If approved, the Bursar's Office will also receive notification to waive the tuition. This approval signifies eligibility for the tuition remission benefit and does not guarantee admission in the program.

C. Copies of the approval email may need to be submitted to the program in which the employee is enrolled.

VIII. BENEFIT

A. The tuition remission benefit waives the cost of the tuition only. All other fees, equipment, books, computers, international travel, room and board, etc., are the responsibility of the employee.

B. Provisions regarding administration of the benefit upon termination of employment of the employee:

   1. Should an employee resign from service or be separated by the College while a dependent is already actively participating in a course(s), the dependent may complete the course(s) but may not enroll in additional courses under the Tuition Remission Program.

   2. Should an employee resign from service or be separated by the College prior to the beginning of the course(s), the remission will be revoked.

   3. In connection with the above, the date on which the employee submits notice of resignation will be determinative, regardless of the last day of actual work.

   4. In those cases where the dependent has registered for a course but the class has not yet begun, the remission will be revoked.

   5. In the event an employee is terminated for willful misconduct, the Tuition Remission benefit may be revoked retroactive to the beginning of the semester.

C. Employees on leaves of absence should refer to the continuation of benefits provision in the appropriate leave policy: 500.70, 500.72, 500.73, or 300.39.

IX. MISCELLANEOUS

For information on Tuition Remission for Faculty and Staff, see Policy 300.70.