



#### 4.11 – Policy on Tuition Assistance

##### **Purpose**

Through this policy Wesley College (“Wesley” or the “College”) seeks to establish a policy on the Tuition Assistance Benefit.

##### **Applicability**

All full time employees and their dependents are eligible for consideration for the Tuition Assistance Benefit (Tuition Waiver).

##### **Policy Statement**

The tuition benefit is considered a form of financial aid and is subject to the same guidelines, limitations, and restrictions as other forms of financial assistance. In applying for the tuition benefit the employee, spouse, or dependent is required to apply and be accepted for admission, file a Financial Aid Form, and ask that the analysis of this form be sent to the College. The employees will be responsible for any special fees.

Tuition benefits may be awarded according to the following order of priority and criteria:

- Dependent children under 22 years of age, supported by the employee and pursuing undergraduate coursework and employees taking courses either required or considered valuable in their employment at Wesley College.
- Employees seeking a first undergraduate or graduate degree.
- Spouses of employees, living with the employee, and seeking an undergraduate degree.

The College’s Tuition Assistance program has the following stipulations, however any circumstance may be adjusted or waived on a case by case basis with the approval of the Vice President of Finance or designee:

1. If an employee, spouse or dependent withdraws from a course after the normal drop/add period, the employee, spouse or dependent must pay the cost of the course.
2. Employees in the undergraduate program are limited to two classes per term. Employees in the graduate program are limited to one class per term.
3. Masters of Occupational Therapy Programs are not eligible for the Tuition Assistance Benefit.
4. Full-time staff are allowed to take one course per semester during normal work hours with prior supervisor approval. The employee will not be compensated for the time he/she is absent from his/her workstation.
5. Six (6) months of full-time Wesley College employment is required prior to eligibility for the tuition benefit.



6. If an employee is placed on academic probation, the tuition assistance benefit will terminate.
7. If a recipient of tuition benefits drops any course(s) after the published drop/add period, the financial benefit received must be repaid to the College, and that account must be cleared before any further tuition benefit may be awarded and applied. The College will not pay for repeat courses.
8. There must be ten (10) students enrolled in a given undergraduate course and seven (7) students enrolled in a given graduate course before the tuition benefit is allowed. In addition, independent study courses are not covered by the Wesley Discount Benefit.
9. The tuition benefit may be awarded for courses taken during a summer term, but is subject to restrictions based on availability of funds.

In addition, please note that the Tuition Assistance benefit is limited to one degree per spouse or dependent.

Students must apply for and accept all Federal and State grant aid prior to the application of Tuition Assistance. Wesley Tuition Assistance does not cover room, board and other non-tuition fees and replaces any merit aid that may be received. Please contact the Wesley Financial Aid Office at (302) 736-2494 if assistance is needed with the financial aid process.