4.11 – Policy on Tuition Assistance

**Purpose**

With this document 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. Before 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 employee will be responsible for any special fees.

Tuition benefits will be awarded, provided all other criterion of the policy are met, to:

- Full-time employees (Faculty and Staff)
- Dependent children under 24 years of age, supported by the employee and pursuing a first undergraduate degree
- Spouses of employees, living with the employee, and seeking a first 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 a student receiving Tuition Assistance fails to meet the Last Day to Withdraw deadline as listed in the College Catalog, or if the student fails to receive a grade of C or better, the student will be required to reimburse the College for the cost of the course. The student account must be cleared before any further tuition benefit may be awarded and applied. The College will not pay for repeat courses.
2. Employees enrolled in the undergraduate program are limited to two classes per term. Employees enrolled 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. Sufficient enrollment, as identified by the Chief Academic Officer, will determine whether the class will “make” before tuition assistance is allowed. If a student must participate in independent study as an alternative, students are responsible for any independent study course fees.
8. The tuition assistance benefit may be awarded for courses taken during a summer term but is subject to restrictions based on standard enrollment minimums.

In addition, please note that the Tuition Assistance Benefit is limited to the first undergraduate 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.