

Title: Tuition Remission and Tuition Exchange Policy

Responsible Office: Human Resources

Official: Director of Human Resources

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Introduction / Background

As a condition of employment at Birmingham-Southern College (BSC), all full-time employees and their eligible dependents may participate in the tuition remission and / or tuition exchange programs. The tuition remission program applies to courses taught at BSC and the tuition exchange program applies to courses taught at other eligible colleges and universities.

Purpose

This policy describes the eligibility and participation requirements for the tuition remission and tuition exchange programs. BSC reserves the right to change or modify the eligibility and participation requirements for these programs at any time.

EDUCATION TUITION REMISSION PROGRAM AT BSC

Part-time Undergraduate Study

Employees and their spouse are eligible from the date of employment, effective the start date of the following term, for 100% tuition remission for part-time undergraduate study at BSC. Tuition remission will be granted for one (1) unit of study per term, with a maximum benefit of three (3) full units per fiscal year.

Tuition remission for part-time undergraduate study for employees and their spouse includes tuition, student activity fee, and post office rental.

Full-Time Undergraduate Study

Employees' children, adopted children, legal wards under the age of 25, and a spouse ("eligible dependents") are entitled to full tuition remission at BSC after the employee has completed two (2) consecutive years of full-time continuous employment (i.e., work hours totaling at least 35 hours per week for staff employees) effective the start date of the following academic term.

Eligible dependents must be enrolled as a first time baccalaureate degree candidate, must meet all the standard requirements for admission, and must maintain satisfactory academic progress. Eligibility will continue for no more than six (6) calendar years from the date of first enrollment.

Tuition remission for full-time undergraduate study for eligible dependents covers tuition only; the student must pay all fees.

Under no circumstances will the total financial package exceed the total need of the student.

Employees and their dependents who participate in the tuition remission program are not eligible to receive other institutional aid, with the exception of the federal Pell grant, the federal work study program, the federal Supplemental Educational Opportunity Grant (SEOG), the federal Perkins and direct loans (e.g. Stafford), and the Alabama State grant.

An employee with ten (10) or more years of continuous service who dies, retires, or becomes disabled while employed by the College will continue to receive tuition benefits for dependent children. A dependent spouse is eligible for tuition benefits for the years after the death or disability, unless the dependent spouse enters upon a new marriage, at which time the benefits will discontinue.

Application Submission and Deadline

Application for tuition remission must be submitted to Human Resources for eligibility approval. The Tuition Remission form must be submitted annually during open enrollment (typically November) for eligibility determination for the upcoming academic year.

Loss of Tuition Remission

Upon termination of employment with the College, the employee, spouse, and dependents(s) will no longer be eligible for tuition remission, effective the end of the current enrolled academic term.

EDUCATION TUITION EXCHANGE PROGRAM AT OTHER COLLEGES AND UNIVERSITIES

BSC participates in two tuition exchange programs – please refer to the websites noted below for specific application requirements.

- Tuition Exchange,
<http://www.tuitionexchange.org/vnews/display.v/SEC/About%20TE>
- Associated Colleges of the South (ACS) Tuition Exchange,
<http://www.colleges.org/txpolicy.html>

The tuition remission eligibility guidelines for full-time undergraduate study outlined in the tuition remission section above must be met for an employee's dependent.

Employees should contact BSC's Director of Financial Planning well in advance of admission deadlines to determine participation guidelines and college options. The decision for tuition exchange acceptance is determined by the receiving institution, not by Birmingham-Southern College.