

3.3.3.2.4 Educational Benefits

Tuition Waiver (also called Tuition Remission) is a tuition-only grant available to employees and their eligible family members who apply and are admitted for enrollment in an academic program at Bethany College. The dependent and the employee, through whom they receive this grant benefit, shall be responsible for the payment of all non-tuition fees and charges owed to the College. Graduate, summer, international, January term (beyond the required first year) and special external contracted agreements and partnerships (e.g. West Liberty University, WVSOM) are excluded from this policy, unless otherwise stated herein.

Employee benefit

Undergraduate Degree seeking employees

Full-time employees are eligible for a tuition waiver for undergraduate programs offered at Bethany College. Employees must be admitted into an academic program to receive the waiver. The tuition waiver is limited to no more than (12) credits hours per semester. Employees are responsible for books, fees and other associated enrollment costs. This is a tuition only benefit.

Graduate Degree seeking employees

Full-time employees will receive a 50% discount on tuition costs if they are admitted into one of Bethany College's graduate programs. The tuition waiver is limited to no more than (12) credits hours per semester. Employees are responsible of all books, fees and other associated enrollment costs. This is a tuition only benefit.

Non-Degree seeking employees

Full-time employees may take (1) academic course per semester (no more than 4 credits) during the two regular semesters on a tuition waiver. This includes certificate programs offered at Bethany College, provided the following conditions have been met:

1. Permission of the immediate supervisor;
2. Space must be available in the class without displacing paying students; and
3. Time in class must be made up at a time acceptable to your supervisor (in the same work week).

Dependent Children and Spouse benefit

Undergraduate Programs

Spouses and dependent children (under the age of twenty-four), of full-time regular employees who satisfy admission requirements may attend Bethany College without payment of tuition during the two regular semesters of the year. Eligible spouses and dependent children of full-time employees, who have not previously been awarded an undergraduate degree, may receive Tuition Remission for undergraduate study. The tuition waiver is limited to no more than (18) credits hours per semester. The spouse or dependent and the employee, through whom they receive this grant benefit, shall be responsible for the payment of all non-tuition fees and charges owed to the College. This benefit does not cover the cost of repeating a class due to academic failure.

The amount of the Tuition Remission shall be the difference between tuition costs and any federal or state financial aid for which the dependent qualifies (excludes loans). Prior to receiving Tuition Remission, the

dependent must be accepted as a student through the normal admissions procedure and file the federal financial aid application so as to be received by the processor by June 1st .

Bethany College also participates in the Council of Independent Colleges (CIC) and Tuition Exchange (TE) programs for dependent children. Tuition exchange allows dependent children to apply for and attend Colleges and Universities on a scholarship. This benefit is for undergraduate programs only. Tuition Scholarships through the Tuition Exchange program are limited and not guaranteed. It is the employee's dependents responsibility to apply for tuition exchange through the CIC and TE portals online. Details are available in the Human Resources or Financial Aid Offices.

The amount of the Tuition Remission shall be the difference between tuition costs and any federal or state financial aid for which the dependent qualifies (excludes loans). Prior to receiving Tuition Remission, the dependent must be accepted as a student through the normal admissions procedure and file the federal financial aid application so as to be received by the processor by June 1st .

Graduate programs

Spouses and dependents of full-time employees will receive a 25% discount on tuition costs if they are admitted into one of Bethany College's graduate programs. The tuition waiver is limited to no more than (12) credits hours per semester. Graduate students are responsible of all books, fees and other associated enrollment costs. This is a tuition only discount.

Additional Information

If a full-time regular Bethany College employee becomes disabled (as determined by the College's disability insurance carrier) or dies, any child of the employee may attend Bethany College as an undergraduate without payment of tuition provided that the child enrolls as a full-time student before reaching the age of twenty-four (24).

If an employee separates employment, this benefit will terminate at the end of the term that the separation event occurs.