



Policy Statement

A full-time employee and their eligible dependents can receive a tuition reduction equivalent to the amount of tuition and fees for credit courses taken at Donnelly College provided that the employee is employed in a full-time regular position on the first day of class. An eligible dependent for purposes of this benefit is defined as: 1) a spouse, or 2) a dependent child as provided under Section 132(h) of the Internal Revenue Code (generally, a child who received over half their support for the calendar year from the employee).

This policy summarizes tuition and fee benefits available provided such students have met the necessary academic entrance requirements and maintain the academic standards of the College. This policy applies to full-time permanent staff who have been employed by Donnelly College for at least one year. This policy does not apply to non-credit classes or audit of classes.

- For all employees and eligible dependents/spouses, all grants, awards, and scholarships will be applied to the student account first and Donnelly will cover the remaining costs of tuition up to 100% (books and fees excluded).
- For all employees and eligible dependents/spouses who have a pattern of receiving incompletes or failing grades in tuition assistance approved courses, may have future tuition assistance denied by the Dean of the College.

Employee:

- Tuition assistance is an employee benefit. If you voluntarily leave Donnelly College employment, after the 60th class day (fall and spring) or at any time during the summer session, the Employee Tuition Assistance Program award will void, and you will be withdrawn from any coursework.
- Donnelly College employees may take up to 12 credit hours per academic year. These hours are split up per semester at the discretion of the employee and the immediate supervisor.
- Supervisors, staying consistent with the needs of the department, may permit employees to take courses during normal working hours, if the time can be made up or flexible work hours can be granted (non-exempt staff) and/or the responsibilities of the job are met (exempt staff).
- The employee shall be responsible for scheduling class preparation time, in such a way that it does not interfere with working hours or job performance.