

ASSOCIATED COLLEGES OF THE TWIN CITIES
TUITION REMISSION POLICY FOR DEPENDENT CHILDREN
AND SPOUSES OF FULL-TIME EMPLOYEES

A. Rationale

This policy has been designed to complement rather than replace the cooperating colleges other tuition remission agreements. Its purpose is to add breadth to each institutions benefit package. It gives full-time employees greater latitude in planning for the education of dependent children and spouses.

B. Rate of tuition remission for dependent children and spouses admitted to another ACTC institution.

FROM HOME CAMPUS

<u>TO HOST CAMPUS</u>	AUGSBURG	HAMLIN	MACALESTER	ST. CATHERINE	ST. THOMAS
AUGSBURG	-	90%	90%	75%	75%
HAMLIN	90%	-	90%	75%	75%
MACALESTER	90%	90%	-	75%	75%
ST.CATHERINE	75%	75%	75%	-	75%
ST.THOMAS	75%	75%	75%	75%	-

Above percentages refer to tuition costs of host institutions.

No funds are exchanged between institutions, except between The College of St. Catherine and the University of St. Thomas. By established agreement between The College of St. Catherine and the University of St. Thomas, there is an exchange of funds only between these two colleges. The host institution remits 25% of the full tuition cost, the employee pays 25%, and the home institution pays 50% to the host institution.

C. Eligibility

This policy applies only to full-time employees. The rights of collective bargaining employees under this policy shall be determined by their respective institutions collective bargaining agreements. No institution, in its collective bargaining agreements, may offer tuition remission at another institution, unless participating institutions enter into separate agreements to offer tuition remission to one another's employees under collective bargaining agreements.

D. Waiting Periods

The waiting period for employees to be eligible for this benefit is set by each school. If there is a difference in the waiting period between sending and receiving institutions, the higher number will apply.

Waiting periods for the five colleges:

Augsburg College-----	1 year
Hamline University-----	6 months
Macalester College-----	1 year
The College of St. Catherine-----	No waiting period
University of St. Thomas-----	No waiting period for full-time exempt, non-exempt or non-union employees. 3 year waiting period for part-time (less than .9375 FTE)

E. Definitions

1. Full-time employees:

Augsburg College-----	.75 FTE
Hamline University-----	.75 FTE
Macalester College-----	.75 FTE
The College of St. Catherine-----	.75 FTE
University of St. Thomas-----	.9375 FTE

2. Dependent children, spouses, partners

Defined by the home institution for purposes of the ACTC benefit. Some institutions may include registered domestic partners. If sending and receiving institutions differ in their definitions and policies regarding dependents, spouses, or partners, the stricter policy will apply.

F. Policies regarding dependent children:

1. Dependent children (received or sent) must be fully admitted as full-time students in an undergraduate associate or day baccalaureate degree program.
2. All students eligible for state or federal aid grants must apply for these at the institutions they will be attending, prior to becoming eligible for tuition remission. Tuition remission is applied to the balance remaining after students have received their state and/or federal financial aid awards. Some ACTC institutions also take outside (private) scholarships and grants into account when applying tuition remission. Students who receive state and/or federal funding will have their tuition remission reduced by the amount of such state or federal grants. At some ACTC institutions, students who receive outside (private) scholarships or grants will have their tuition remission reduced also by the amount of such scholarships or grants.
3. Length of student eligibility for tuition remission:

At Augsburg, St. Catherine and St. Thomas:

As long as the employee remains eligible for the tuition remission benefit, tuition remission is available to dependent children (sent) until the student has obtained the minimum number of credits required to earn the baccalaureate degree.

first

At Hamline and Macalester:

As long as the employee remains eligible for the tuition remission benefit, tuition remission is available to dependent children (sent) for eight (8) full-time semesters of attendance from the time the student became eligible for the program, or until the student has obtained the minimum number of credits required to earn the first baccalaureate degree, whichever comes sooner.

4. Loss of eligibility by the employee:

If an employee loses eligibility during an academic term, the employees dependent child(ren) taking courses under this policy will be subject to the host institutions refund policy, if necessary. Should the loss of eligibility occur after the start of the semester, assistance will be granted only for the remainder of that semester. If the student wishes to continue at the participating college after the employee loses eligibility, the student will assume responsibility for tuition as of the beginning of the next term.

5. Eligibility following the decease or disability of the employee:

At Augsburg, Hamline, St. Catherine and St. Thomas:

Any recipient of the tuition remission being sent to a participating college who shall be in good standing at the time of the decease or total and permanent disability of the eligible employee, shall be eligible to continue under the policy through completion of the first baccalaureate degree, assuming normal progress as defined by the host institution.

At Macalester:

Any recipient of the tuition remission being sent to a participating college who shall be in good standing at the time of the decease or total and permanent disability of the eligible employee, shall be eligible to continue under the policy through completion of eight (8) full-time semesters of attendance, assuming normal progress as defined by the host institution.

G. Policies regarding spouses (and domestic partners, where applicable):

1. Tuition remission is available to spouses at Augsburg, Macalester, and St. Catherine with no limit on the number of courses taken or credits earned as long as the eligible employee remains employed at the participating college. St. Thomas limits spouses to two courses per term.
2. Tuition remission is available to spouses at Hamline until they have earned their first baccalaureate degree as long as the eligible employee remains employed at the participating college.
3. Spouses of eligible employees at all institutions may enroll as full- or part-time students in undergraduate courses during the day division.
4. Spouses sent from Hamline must be working toward their first undergraduate degree. Likewise, Hamline will admit spouses from other institutions only if they are working toward their first undergraduate degree.
5. With the exception of Hamline (see Hamline's policy regarding all spouses in #4 above), spouses sent from or admitted to Augsburg, Macalester, St. Catherine and St. Thomas may enroll in undergraduate courses, related or unrelated to obtaining a degree.
6. If an employee loses eligibility during an academic term, the employee's spouse who is taking courses under this policy will be subject to the host institution's refund policy, if necessary. Should the loss of eligibility occur after the start of

the semester, assistance will be granted only for the remainder of that semester. If the spouse wishes to continue at the participating college after the employee loses eligibility, the spouse will assume responsibility for tuition as of the beginning of the next term.

7. At Augsburg, Hamline, St. Catherine, and St. Thomas:

Any spouse receiving tuition remission under this policy at a participating college who shall be in good standing at the time of the decease or total permanent disability of the eligible employee, shall be eligible to continue under the policy through completion of the first baccalaureate degree, assuming normal progress as defined by the host institution.

8. At Macalester:

Any spouse receiving tuition remission at a participating college who shall be in good standing at the time of the decease or total and permanent disability of the eligible employee, shall be eligible to continue under the policy through completion of eight (8) full-time semesters of attendance, assuming normal progress as defined by the host institution.

9. Spouses eligible for state or federal aid grants must apply for these at the institutions they will be attending, prior to becoming eligible for tuition remission. Tuition remission is applied to the balance remaining after spouses have received their state and/or federal financial aid awards. Some ACTC institutions also take outside (private) scholarships and grants into account when applying tuition remission. Spouses who receive state and/or federal funding will have their tuition remission reduced by the amount of such state or federal grants. At some ACTC institutions, spouses who receive outside (private) scholarships or grants will have their tuition remission reduced also by the amount of such scholarships or grants.

H. General Information

1. A student receiving this benefit is required to abide by all policies, rules and regulations which are applicable to regularly enrolled students at the host institution. Failure to adhere to these policies, rules and regulations may result in the loss of the tuition remission.
2. The student is responsible for all charges other than tuition, such as music study, laboratory fees, room and board.
3. This policy is not applicable to summer sessions or to programs that involve payment to another institution or agency, such as study abroad or interim courses outside ACTC.

4. Enrollment in graduate school or law school is excluded from this policy.
5. Enrollment in certificate program courses not leading to an associate or baccalaureate degree is excluded from this policy.
6. Those ACTC institutions that offer Weekend College or education in non-traditional formats shall have the option to establish reciprocal agreements to offer a waiver benefit to spouses of eligible employees who wish to enroll in a Weekend College program or to continue their education via other non-traditional educational formats. Such reciprocal agreements shall be separate from this policy.
7. A bilateral imbalance of five students is permitted. Each of the cooperating colleges, therefore, has a maximum potential imbalance of twenty students (5 from each of the other institutions). The receiving institution may accept additional students only in the same proportion that theirs are received by the sending institution. However, any two colleges may accept an imbalance to which they mutually agree.

I. Guidelines for Processing Applications

1. The employee will meet with the home institution contact (listed below) to obtain information about the tuition remission policy and to verify eligibility at both home and host institutions.

	<u>Home Contact (sending students)</u>	<u>Host Contact (receiving students)</u>
Augsburg	Enrollment and Financial Services Sverdrup Hall (612) 330-1046	Same
Hamline	Sr. Associate Director Financial Aid - Law/Grad Building (651) 523-3000	Same
Macalester	Human Resources Department Coordinator 77 Macalester Street (651) 696-6280	Same
St. Catherine	Benefits Coordinator Derham Hall, #8 (651) 690-6565	Same
St. Thomas	Tuition Remission Liaison Officer Christ Child, #156	Same

(651) 962-6635

Deadlines for tuition remission applications:

Augsburg College-----April 15
Hamline University-----No Deadline
Macalester College-----March 15
The College of St. Catherine-----Start of Term
University of St. Thomas-----No Deadline

2. The applicant for tuition remission will apply for admission to the host institution, observing its admission deadline. This policy does not guarantee admission to any of the five colleges.
3. The employee will notify the home institution if the applicant has been admitted to the host institution.
4. The home institution will send a letter confirming eligibility, or a standard tuition remission form, to the host institution. Copies will be kept by both institutions.
5. The applicant will register at the host institution, observing its registration deadline.

J. Record Keeping

On November 1 and April 1, the contact persons listed above will provide the ACTC office with the number of students participating in the tuition remission program. Data on the number of students sent and received are needed by the ACTC Executive Committee to monitor the programs use.

K. Policy Approval and Annual Review

1. The original policy was approved by the presidents of the five cooperating colleges on May 15, 1974, and became effective at the start of the 1974 fall term.
2. The terms and continuation of this tuition remission policy are subject to annual review in April of each year by the Executive Committee of the Associated Colleges of the Twin Cities, with implementation of any action taken to be effective one academic year hence.
3. This revised policy was approved by the Executive Committee of the Associated Colleges of the Twin Cities, with minor revisions, on October 10, 1989 and became effective for the academic year 1990-1991.

4. Section C. Eligibility was revised and approved by the Executive Committee on November 7, 1995.
5. A revision of the policy was approved by the Executive Committee of the Associated Colleges of the Twin Cities, on September 11, 2001. Final approval was given by the ACTC Board of Directors on May 7, 2002. This policy is effective as of the academic year 2002-2003.
6. This revised policy was approved by the Executive Committee of the Associated Colleges of the Twin Cities, on April 4, 2006. Final approval was given by the ACTC Board of Directors on May 16, 2006. This policy is effective as of the academic year 2006-2007.