OM 8.1.8 Tuition Program

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About This Policy

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<th>Effective Date:</th>
<th>September 1982</th>
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<tr>
<td>Last Updated:</td>
<td>July 2012</td>
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<tr>
<td>Responsible University Office:</td>
<td>Human Resources</td>
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<td>Responsible University Administrator:</td>
<td>Chief Inclusion and Human Resources Officer</td>
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<td>Policy Contact:</td>
<td>Human Resources <a href="mailto:clarksonhr@clarkson.edu">clarksonhr@clarkson.edu</a></td>
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Policy

These tuition programs are designed to assist and encourage full-time employees to further their children's education to the associate or baccalaureate level.

Children of all full-time employees are eligible for the following two tuition assistance programs, i.e., the Clarkson University Program and the Tuition Exchange Program.

Children of retired full-time employees who qualify are eligible for this benefit.

Clarkson University Program- Free tuition in any of Clarkson University’s bachelor’s level degree programs.

Summer Session Tuition for Dependent Children. Dependent children of members of the faculty and administrative, supervisory, and general staff may enroll in courses at Clarkson during summer session for credit at a tuition charge which is one-third the normal tuition charge. Use of this summer session tuition charge does not count against eligibility under this Clarkson University Program.

Tuition Exchange Program- Full tuition may be granted if the necessary reciprocal arrangement can be completed among other member institutions in the program.

Tuition Grant Program. Eligibility for this Tuition Grant Program is limited to children of full-time employees on the working payroll and with three years of service to the University prior to July 1, 1972. The Tuition Grant Program is as follows: If the Tuition Exchange Program is not available for the college or university that the employee's child wants to attend, then for those who are eligible as defined above a maximum of $1,200 per academic year will be allowed toward the tuition for undergraduate study provided the college or university is accredited.

Rules and Requirements for All Tuition Programs

The following rules and requirements pertain to all tuition programs:

1. These tuition programs will be available only to those children who plan to attend on a full-time basis a two or four year program in an accredited junior or community college, college, or university for the purpose of completing undergraduate work leading to a degree.
2. Summer scholastic work is not covered by these tuition programs unless such work is part of the standard curricular requirements for the program in which the student is enrolled.
3. Graduate work is not covered by these tuition programs.
4. Eligibility under these tuition programs is limited to a maximum of eight semesters of study for each child.
5. All University work under these programs shall have been completed within ten years after the student's graduation from high school.
6. Students participating in this program will become ineligible in any academic period (semester, quarter, or trimester) in which they are on either an academic or disciplinary probation status or are considered not in good standing by the institution in which they are enrolled. This status will not be altered by transfer from one institution to another.
7. Eligibility of employees will not be affected by a leave of absence of one calendar year or less. Children of employees who have a leave of absence greater than one year will not be eligible under these programs.
8. In the event of death or total disability (the Social Security Board) of an employee who has been in the employ of Clarkson for at least ten consecutive years at the time of death or when total disability is determined, all then existing and otherwise eligible children of the employee will continue to be eligible for participation in the tuition benefit programs as long as they are sponsored by Clarkson University.
9. Only dependent, unmarried children are eligible for assistance under these programs.
10. This benefit is not retroactive. An employee must be hired prior to the beginning of a semester in order to receive the benefit for that semester.

Eligible employees interested in applying for assistance under these programs outlined above should consult with Human Resources.

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