

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Human Resources
Subject:	Earn While You Learn Tuition Benefit Policy
Date Issued:	September 4, 2024
Approved By:	Senior Leadership Council

I. Policy

This document describes the *Earn While You Learn* tuition benefit policy and how it applies to the employees of Luther College (the College). This policy intends to provide guidance on the conditions and steps necessary for an eligible employee to concurrently enroll as a student while serving as a full-time employee of the College.

II. Purpose

In order to recruit, retain and reward employees that work second and third shift positions, the College wishes to provide the standard college tuition benefit to eligible employees that otherwise would not individually be eligible.

III. Scope

This policy applies to all eligible employees of the College. The College can withdraw the Benefit if the *Academic Policy*, *Satisfactory Academic Progress* (SAP) policy or *employment standards* described in this policy are not met or maintained.

IV. Terms and Definitions

- **Earn While You Learn Tuition Benefit (the Benefit):** The regular full benefit for full-time enrollment at the College (12-17 credit hours per semester, up to a maximum of 36 credit hours per academic year) is 90 percent tuition remission for eligible employees that live off campus (commuter students), and 100 percent tuition remission for employees who are rent paying residents domiciled on campus (residential students).
- **Eligible Employee:** A full-time College employee whose core work hours are second shift (approximately 4:00 PM – 12:00 AM) or third shift (approximately 12:00 AM – 8:00 AM), and who has earned a high school diploma or equivalent.
- **Full Time Employee:** An employee that is classified as being at least .75 full time equivalent (FTE) with the College.

V. Procedures and Guidelines

- A. Employees that are interested in the Benefit should complete Human Resources *Earn While You Learn Tuition Benefit Application Form* to establish individual eligibility and gain approval. This shall be done prior to enrollment.
- B. Eligible employees that utilize the Benefit shall be granted admission to the College. Should the employee's previous academic record be of a standard that would normally restrict or prevent admission, the College shall provisionally admit the employee, subject to the employee achieving in their first semester (and thereafter maintaining) academic success that meets or exceeds the standards described in the College's [*Academic Warning, Probation, and Dismissal policy*](#), and the [*Satisfactory Academic Progress \(SAP\) standards*](#). Not maintaining these standards will result in the Benefit being subject to formal review as described in policy, and possible eventual termination.
- C. Where applicable, participating eligible employees are bound by the student code of conduct, the honor code and any other attachable elements contained in the [*Student Handbook*](#) and [*Academic Catalog*](#). This is in addition to being subject to the employment conditions and concurrent policies and procedures outlined in the [*Luther College Staff Handbook*](#).
- D. Participating eligible employees are responsible for paying the *Lifetime Academic Transcript* and *Commencement fees* at the onset of utilizing the Benefit. All other fees normally associated with student enrollment (*Admissions Enrollment Deposit, Student Activity Fee, Technology Fee* and the *Health and Wellbeing Fee*) are not applicable to the participating eligible employee. Here is a link to the [*College Fees*](#) page.
- E. The Benefit is tuition only and does not cover the cost of housing and food, lab and course fees, books or other costs. The employee is responsible for any and all such fees and expenses.
- F. Subject to existing College policies and supervisory approval, participating eligible employees may use College owned equipment (i.e. computers and email) and resources in exercising the Benefit.
- G. If eligible to do so, participating employees are required to file the Free Application for Federal Student Aid form (FAFSA) to determine eligibility for state and federal aid programs. Eligibility for state and federal need-based programs may increase the overall assistance up to full tuition depending on demonstrated financial need and current federal regulations. The Financial Aid Office will send an aid award highlighting the total financial assistance.

- H. If the eligible employee receives a scholarship or grant from an outside agency, the amount of the scholarship may be applied above the benefit. If the employee is eligible for need-based financial assistance, the outside scholarship will adjust the benefit only if required by federal aid regulations. For specific eligibility questions concerning the coordination of the education benefit with other assistance, contact the Financial Aid Office.
- I. Should an eligible employee voluntarily terminate their employment with the College, the Benefit ends at the conclusion of the current semester or term. If the employee chooses to withdraw from the college on the date of termination, their charges and financial aid will be prorated based on the refund policies of both [Student Accounts](#) and [Financial Aid](#).
- J. Should an eligible employee be terminated and removed from employment with the College, the benefit ends at the conclusion of the current semester or term unless otherwise determined by the College. If the employee is withdrawn or chooses to withdraw from the college on the date of termination, their charges and financial aid will be prorated based on the refund policies of both [Student Accounts](#) and [Financial Aid](#).
- K. Should an eligible employee that is a rent paying resident domiciled on campus move off campus during an academic year, the Benefit will modify from the 100% tuition remission to the 90% remission rate in the subsequent semester. Conversely, should an eligible employee relocate on campus during an academic term, the Benefit will modify to 100% tuition remission in the subsequent semester(s).
- L. Eligible employees may enroll for summer courses at the College. Summer courses taken at the College will not be counted against the 8 semesters of tuition remission eligibility.

VI. Records Management and Confidentiality

All academic and employment records will be kept in conformity with the College's records management policy.