

**Linfield College Tuition Remission and Exchange Policy**  
**Adopted by the Board of Trustees November 9, 2019**  
**Effective Date – January 1, 2020**

Under the following conditions, employees as well as their dependents, spouse/legal domestic partner are eligible for tuition remission at Linfield College. Eligible dependents may apply to receive tuition exchange scholarship at colleges belonging to the Tuition Exchange Program. The following paragraphs explain the details of Linfield's Tuition Remission and Exchange Policy. Please review them carefully. Should you have any questions about this policy, contact Student Affairs for Tuition Exchange and Human Resources for Tuition Remission.

**I. CRITERIA FOR ELIGIBILITY**

**Tuition Remission**

All regular (qualifying) status faculty, administrators, and non-exempt employees .50 FTE and above, and their eligible dependents, spouse/legal domestic partner are eligible for full or partial tuition remission commencing with the semester or term after the one (1) year anniversary of the employee's effective (qualifying) date of hire.

Visiting faculty with 2 years of continuous service .50 FTE and above, and their eligible dependents, spouse/legal domestic partner are eligible for full or partial tuition remission commencing with the semester or term after the second (2nd) year anniversary of the employee's effective (qualifying) date of hire.

**Tuition Exchange**

All regular (qualifying) status faculty, administrators, and non-exempt employees .83 FTE and above, and eligible dependents, spouse/legal domestic partner are eligible for tuition exchange commencing with the semester or term after the three (3) year anniversary of the employee's effective (qualifying) date of hire.

Visiting faculty with 3 years of continuous service .83 FTE and above eligible dependents, spouse/legal domestic partner are eligible for tuition exchange commencing with the semester or term after the third (3rd) year anniversary of the employee's effective (qualifying) date of hire.

Adjunct faculty, temporary employees, and employees on special contracts do not qualify for tuition remission or exchange.

**Definition of Dependent**

To qualify as a dependent under this policy, a person must be a child of the employee (biological, adopted or stepchild), be under the age of 24, unmarried, and meet the definition of the employee's dependent according to the Internal Revenue Service guidelines. A child not meeting this definition of a dependent is considered to be independent and is not, therefore, eligible for the tuition remission or the tuition exchange programs. Dependents with an approved medical leave will be approved a leave for one semester.

**Definition of Spouse/Legal Domestic Partner**

Spouse/legal domestic partner are eligible for tuition remission benefits if they qualify for coverage under the college-provided health benefits.

**Applying for Admission at Linfield College**

Employees, spouse/legal domestic partner and dependents must be admitted through the Linfield College Office of Admission for both degree and non-degree seeking academic programs. Non-degree academic programs will be available on an audit basis only. If employees, spouse/legal domestic partner or dependents wish to enroll in a degree program, they must apply for and be admitted to the campus in which they are planning to enroll. The employee, spouse/legal domestic partner or dependent must meet the normal

admission requirements in order to be considered a degree-seeking candidate. The matriculation fee is waived for employees, however an employees', spouse/legal domestic partner and dependents participating in degree programs are required to pay the matriculation fee.

### **Application Process for Tuition Remission**

Employees, dependents, and spouse/legal domestic partner interested in enrolling in classes full time (12 credits) must complete the "Tuition Remission Request Form" **each fall** semester. Employees, dependents, and spouse/legal domestic partner interested in enrolling in classes part-time (less than 12 credits), must complete the "Tuition Remission Request Form" **every** semester. For the purposes of determining eligibility, the Tuition Remission Coordinator may request additional documents for verification purposes.

All forms and instructions are available online at:

<https://www.linfield.edu/humanresources/tuition-remission-and-tuition-exchange.html>

## **II. DEGREE AND NON-DEGREE SEEKING EMPLOYEES**

### **Degree Seeking Employees**

Full tuition remission is provided for regular status employees who are employed at .83 FTE or greater. Employees with an FTE between .50 and .82 receive a pro-rated tuition remission benefit. Employees with an FTE below .50 are not eligible for this benefit. Tuition remission is for enrollment in McMinnville, Portland, and OCE for fall and spring classes, and is offered on a space-available basis after undergraduate registration is complete. With supervisor's approval and appropriate arrangements to make up time away from the job, employees may take up to a maximum of five (5) credit hours of class each week during the employee's regular working hours. Participation in the intensive January and June Term is only possible when taking OCE classes.

### **Non-Degree-Seeking Employees**

Non-degree seeking employees taking academic classes in McMinnville, Portland, or online through OCE will be allowed to audit up to one class per academic year. With supervisor's approval and appropriate arrangements to make up time away from the job, employees may take up to a maximum of five (5) non-credit hours of class each week during the employee's regular working hours. Employees enrolled in certificates and enrichment classes will be responsible for all associated tuition and fees, unless there is an approved career development plan on file with Human Resources.

### **Maximum Benefit for Employees**

Tuition remission (regardless of the percent of the full tuition benefit) is only available for employees through the first undergraduate degree, unless there is an approved career development plan for a second undergraduate degree or a professional certificate on file with Human Resources.

### **Degree Seeking Dependents, Spouse/Legal Domestic Partner**

Dependents, spouse/legal domestic partner of a regular status employee with an FTE of .83 or greater are eligible for full tuition remission. Dependents, spouse/legal domestic partner of an employee with an FTE between .50 and .82 are eligible to receive a pro-rated tuition remission benefit. Dependents, spouse/legal domestic partner of an employee with an FTE below .50 are not eligible for this benefit. For example, if an employee is .60 FTE and has completed one year of employment prior to the commencement of that semester, then sixty percent (60%) of the tuition will be covered for the dependent, spouse/legal domestic partner.

### **Non-Degree-Seeking Dependents, Spouse/Legal Domestic Partner**

Non-degree seeking dependents, spouse/legal domestic partner taking academic classes in McMinnville, Portland, or online through OCE, will be responsible for paying all associated fees except the audit fee and

will be allowed to audit up to one class per academic year. Dependents, spouse/legal domestic partner enrolled in certificates and enrichment classes will be responsible for all associated tuition and fees.

### **Maximum Benefit for Dependents, Spouse/Legal Domestic Partner**

Tuition remission (regardless of the percent of the full tuition benefit) is only available through the first undergraduate degree and subject to a maximum of ten (10) semesters of full-time enrollment, whichever occurs first. Students must demonstrate Satisfactory Academic Progress. Students attending part time will be eligible through the first undergraduate degree OR the equivalent of ten (10) semesters of full-time enrollment (125 credits), whichever occurs first, AND are making Satisfactory Academic Progress. The number of semesters/quarters of full-time enrollment completed at other colleges/universities will reduce the maximum ten (10) semesters accepted by Linfield. Those who have obtained an undergraduate degree elsewhere are not eligible. Participants who are eligible for tuition remission are encouraged but not required to apply for financial aid through Linfield's Office of Financial Aid.

## **III. USING THE TUITION REMISSION PROGRAM**

### **Applying for Financial Aid**

All tuition remission recipients enrolled at least half time in degree programs are eligible to apply for financial aid. Tuition remission recipients are not eligible to receive Linfield scholarships, student employment (see below), or need based grant assistance, except under the following circumstance: dependents who are not eligible for 100% of tuition remission will be considered for institutional financial aid. The financial aid office will determine the student's eligibility for financial aid as though the student was not eligible for tuition remission. Then the financial aid will be prorated accordingly. For example, if you are eligible to receive 75% tuition remission your Linfield financial aid will be prorated at 25%. As tuition remission eligibility goes up, grant and scholarship aid will go down or be eliminated. Additional note: Linfield scholarship and need based grant assistance is only available to students enrolled in at least 12 credits per semester and is not available for January Term and June Term.

If a tuition remission student is eligible to receive federal and/or state financial aid in most circumstances their tuition remission benefit will not be reduced. The only circumstance that would require a reduction of the tuition remission award is if federal grants, state grants and/or outside scholarships in combination with tuition remission exceeds the cost of attendance. Questions about whether to apply for financial aid other than tuition remission should be directed to the Office of Financial Aid.

### **Student Employment**

Students on 100% tuition remission are not eligible to work on campus during the Fall/Spring semesters and January term. However, students may apply to limited leadership and/or non-Linfield competitive positions in the following areas: ASLC-elected official, Residence Hall Advisor, Leadership Assistants (e.g. orientation leaders and peer advisors) faculty-led academic research, Starbucks, Sodexo, and Barnes and Noble. However, only during the summer semester, students on 100% Tuition Remission are eligible to work on campus.

### **Fees- Employees**

Employees will be responsible for any pro-rated Tuition, Lab/Course Fees, other Student fees, Certificate and Enrichment Class fees. See Exhibit A

### **Fees- Dependents and Spouse/Legal Domestic Partner**

Dependents and spouse/legal domestic partner are responsible for all fees associated with attendance at Linfield College above the cost of tuition (or pro-rated tuition). See Exhibit A.

Dependents and spouse/legal domestic partner will automatically be enrolled and charged for the Linfield Student Health Insurance but can waive insurance coverage adhering to the semester deadline as all other students at Linfield College are required to do.

### **January/June Term Fee- Employee, Dependents, and Spouse/Legal Domestic Partner**

Dependents, and spouse/legal domestic partner will be charged a per-credit fee for any classes taken in January and June term and are responsible for those fees. Employee participation in the intensive January and June Term during the hours of 8am-5pm is not possible. Employees, dependents, spouse/legal domestic partner may enroll in January and summer term courses offered through OCE and are eligible for tuition remission. Dependents, spouse/legal domestic partner on Tuition Exchange are not eligible for tuition remission.

### **Study Abroad**

Dependents and spouse/legal domestic partner must pay the airfare and out-of-pocket costs associated with their studying abroad or away from campus under College sponsorship, whether this is in semester programs, January term, June term programs, or full-year programs through the Global Languages and Cultural Studies.

### **Housing**

Eligible dependents in degree-seeking programs who desire to live on campus are provided housing on a space-available basis. The college may delay the assignment of housing for new students receiving tuition remission, depending on the demand for housing. The college will, by August 15, assign housing for all tuition remission students. In some circumstances, depending on demand, students could start in temporary housing at the beginning of the semester. All currently enrolled students receiving tuition remission will be eligible to sign up for housing under the regular housing process and costs.

### **Clearing Accounts**

Employees, dependents, and spouse/legal domestic partner must ensure their student account is paid in full by following the regular account clearing process. Regular policies for late payment/late clearing apply to those qualifying for tuition remission.

### **Termination of Employment**

Subject to exceptions listed elsewhere in this policy, tuition remission eligibility ends when an employee separates from college employment. If the employee, dependent, or spouse/legal domestic partner is enrolled at the time employment terminates, the tuition remission benefit will be prorated. For example, if a dependent is in the 8th week of a 15- week semester and the college or the employee terminates employment, then the dependent will be eligible for 8/15 of the tuition remission benefit for that semester. No additional benefit will be provided.

### **Disability Benefit**

#### **Short Term Disability Benefit:**

If a current employee has a dependent participating in the Tuition Remission or Exchange Program and goes out on short term disability, that dependent will be eligible to enroll in up to two semesters of study and must be making Satisfactory Academic Progress, until the employee either returns to work or is approved for Long Term Disability. At that time the Long Term Disability benefits below apply.

#### **Long Term Disability Benefits:**

Dependents of a current employee, working .83 FTE or greater, who becomes permanently and totally disabled, while employed with the college, and have been approved for Long Term Disability as defined by Linfield College's insurance carrier, may be eligible for tuition remission benefits only. The employee must have ten (10) years of continuous service prior to the disability as the minimum to qualify. For each ten (10) years of service, the employee will be eligible for one (1) tuition remission benefit for an eligible dependent through the first undergraduate degree or ten (10) semesters for degree completion, whichever occurs first. The eligible Dependent must be making Satisfactory Academic Progress towards degree. (See "Maximum Benefit for Dependents, Spouse/legal Domestic Partner" section for details.) The dependent must be an

eligible dependent of the employee at the time the employee becomes permanently and totally disabled. The eligible dependent must enter a degree-seeking program via the Tuition Remission Program within nineteen (19) years of the employee's qualifying disability.

### **Death Benefit**

In the event of death, of a current employee of the college, working .83 FTE or greater, dependents of the employee may be eligible for tuition remission benefits only. Ten (10) years of continuous service prior to death is the minimum to qualify. For each ten (10) years of service, the employee's dependent(s) will be eligible for one (1) tuition remission benefit through the completion of the first undergraduate degree or ten (10) semesters for degree completion, whichever occurs first. Dependent must be making Satisfactory Academic Progress towards degree. (See "Maximum Benefit for Dependents Spouse/legal Domestic Partner" section for details). The dependent must be a dependent of the employee at the time of death and must enter a degree-seeking program via the Tuition Remission Program within nineteen (19) years of the employee's death. If an employee has a dependent currently enrolled at the college at the time of death, that dependent will be eligible to complete their degree regardless of the years of service of the employee.

### **Employees Hired Prior to July 1, 2009**

Employees whose employment commenced prior to July 1, 2009 who leave the employ of the college for reasons other than termination for cause, may be eligible for tuition remission benefits for themselves and their eligible dependents. The employee must have ten (10) years of continuous employment prior to separation and be at least 59.5 years of age at the time of separation. Tuition remission is authorized for regular status employees who were one-half time (.50 FTE) or more at the time of separation. They are eligible for the same tuition remission benefits at the same rate as other full-time and part-time employees.

The employee's dependents have eight (8) years after the employee's separation to complete the use of the benefit. For each five (5) years of employment, the employee will be eligible for one (1) tuition remission benefit for a dependent through the first undergraduate degree. The dependent must be a dependent of the employee at the time of separation from the college. The dependent is not eligible for Tuition Exchange.

## **IV. TUITION EXCHANGE**

The Tuition Exchange Program is administered by the Tuition Exchange Coordinator in the Student Affairs Office. Tuition Exchange is a partnership of colleges and universities nationwide offering employee dependents and spouse/legal domestic partner an opportunity to apply for competitive tuition scholarships at member institutions. Dependents, spouse/legal domestic partner of eligible employees are not guaranteed a Tuition Exchange Scholarships. The college must maintain a balance of imports (Linfield students who are dependents of employees from institutions participating in Tuition Exchange) and exports (dependents of Linfield employees attending other Tuition Exchange institutions and receiving Tuition Exchange Scholarships) with the Tuition Exchange program. In the event the college falls "out of balance" and restrictions are imposed on exports, the college will give priority to dependents of employees based on years of service to the college, without regard to employee category.

All regular (qualifying) status faculty, administrators, and non-exempt employees .83 FTE and above, and their eligible dependents, spouse/legal domestic partner are eligible for tuition exchange commencing with the semester or term after the three (3) year anniversary of the employee's effective date of the qualifying status hire.

Visiting faculty with 3 years of continuous service .83 FTE and above, and their eligible dependents, spouse/legal domestic partner are eligible for tuition exchange commencing with the semester or term after the third (3rd) year anniversary of the employee's effective date of the qualifying status hire.

Dependents, spouse/legal domestic partner participating in the Tuition Exchange Program will not be eligible to receive the Tuition Remission benefit for classes taken on the McMinnville, Portland, and OCE campus for any semester that falls within the calendar year for which the student is receiving a Tuition Exchange scholarship.

For a full overview on the Tuition Exchange Scholarship program and FAQs, visit the [Tuition Exchange](#) website.

**Outside Recipients of Tuition Exchange**

Student dependents of employees of another college who have been awarded Tuition Exchange at Linfield College, will be eligible for up to eight (8) semesters AND be meeting Satisfactory Academic Progress. Tuition Exchange students with an approved medical leave may be approved a leave for one semester.