



## **Linfield University Graduate Program Tuition Discount Policy Effective Date – July 1, 2021**

Under the following conditions, employees are eligible for a discount on Graduate fees on a space-available basis at Linfield University. Dependents and spouse/legal domestic partner are not eligible for this discount program.

Please contact the Benefits Coordinator in Human Resources with questions concerning participation in this benefit and departmental coordinators as appropriate within the College/Schools.

### **I. CRITERIA FOR ELIGIBILITY**

All regular (qualifying) status faculty, administrators, and non-exempt employees .50 FTE and above are eligible for full or partial tuition discount commencing with the term after the one (1) year anniversary of the employee's effective (qualifying) date of hire on a space-available basis.

Visiting faculty with 2 years of continuous service .50 FTE and above, are eligible for full or partial tuition discount commencing with the semester or term after the second (2nd) year anniversary of the employee's effective (qualifying) date of hire on a space-available basis.

Discounts provided for graduate education are considered taxable benefits by the IRS. Please consult your tax advisor.

#### **Requirement:**

Pursuing a graduate degree must have a direct benefit to the University by developing of the employees' skills and knowledge which will directly benefit the University. This will require an approved career development plan on file in the Office of Human Resources.

If the employee leaves university employment within the first two years after completing the graduate degree, the employee will be required to pay the University back for the discount obtained while completing the graduate degree.

An employee has five years from starting a graduate program to compete the degree.

#### **Applying for Admission at Linfield University**

Employees must meet normal admission requirements for the Graduate program and be admitted through the Linfield University Office of Admission and the Graduate Program for both in person and online graduate programs.

#### **Application Process for Tuition Discount**

Employees meeting the criteria interested in enrolling in classes must complete the "Graduate Tuition Discount Request Form" **each semester**.

Forms and instructions are available online at: [Graduate Tuition Discount Request Form](#)



## **II. GRADUATE DEGREE SEEKING EMPLOYEES**

### **Graduate Degree Seeking Employees**

A 20% tuition discount 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 discount benefit. Employees with an FTE below .50 FTE are not eligible for this benefit.

Discount for enrollment in graduate programs is offered on a space-available basis. With supervisor's approval and appropriate arrangements to make up time away from the job, employees may take up to a maximum of six (6) credits per term and attend classes for a maximum of 5 hours each week during the employees' regular working hours. Employees may also take course that meet outside of work hours or meet online asynchronously.

Employees are eligible to take classes during regular terms based on individual program schedules. For example: MSN 10-week schedule, MS in Sport Leadership and MS in Design Innovation two 8-week terms per semester and MS in Sports Science and Analytics: Fall and Spring semester. Participation in the intensive January Term where tuition discount is applied is only possible when it is part of the required graduate program schedule. Any other January term classes will not be discounted.

### **Maximum Benefit for Employees**

Discount (regardless of the percent of the full benefit) is only available for employees through the first graduate degree unless there is a bona fide University reason for a second graduate degree. A career development plan approved by the employee's Vice President is required before submitting to HR for approval.

Contact Human Resources for additional information.

### **Fees**

Employees will be responsible for payment of any regular course fees including Lab fees and other student related fees.

### **Travel within Graduate Program**

Employee must pay the airfare and out-of-pocket costs associated with their graduate degree travel unless it is included in the Graduate Program costs. PTO must be taken if travel is during working hours.

### **Clearing Accounts**

Employees must ensure their student account is paid in full by following the regular payment due date and account deadline. Regular policies for late payment/late clearing apply.

### **Termination of Employment**

Graduate discount eligibility ends when an employee separates from university employment. If the employee is enrolled at the time employment terminates, the discount benefit received up to that point and needs to be repaid based on IRS regulations.

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

If a current employee is participating in the graduate discount benefit and goes on short term disability, the employee will be eligible to complete that semester.