Policy for Ball State University's Tuition Remission Program

(For Spouses/Qualified Same-Sex Domestic Partners and Dependent Children of Regular Full-Time Employees and Contract Full-Time Faculty/Professional Personnel)

This tuition remission program provides spouses/qualified same-sex domestic partners and dependent children of eligible full-time employees of the University with the opportunity to enroll in undergraduate course work for credit at reduced cost.

A. Employee Eligibility

- In order for an employee's spouse/qualified same-sex domestic partner and/or an employee's dependent children to receive the tuition remission benefit, an employee must meet one of the following eligibility criteria:
 - a) The employee must be a regular full-time employee (as defined in this policy) whose date of employment precedes by at least twelve (12) months the beginning of the semester (fall, spring or summer) their spouse/qualified same-sex domestic partner, or dependent children elect to participate in this program; or a regular contract full-time faculty/professional employee (as defined in this policy) with at least twenty-four (24) months of consecutive service prior to the beginning of the semester their spouse, qualified same-sex domestic partner, or dependent children elect to participate in this program.
 - b) An employee described in the above paragraph who becomes disabled after becoming eligible for this program.
 - c) A retired employee who met the eligibility criteria to continue benefits after retirement at the University.
- 2. The tuition remission program <u>does not</u> apply to spouses/qualified same-sex domestic partners, and/or dependent children of individuals paid by Ball State University in accordance with terms and conditions of specific contractual agreements between Ball State University and organizations and/or agencies closely associated with Ball State University.

B. Spouses/Qualified Domestic Partners, and Dependent Children

- 1. If an employee meets the eligibility requirement in Section A, the following eligible students can receive tuition remission:
 - a) Spouses/qualified same-sex domestic partners of eligible employees; however, eligibility terminates upon the divorce of employee and spouse or the end of a qualified domestic partner relationship. If date of divorce/end of qualified domestic partner relationship is during a semester in which a spouse/qualified domestic partner is attending classes, individuals will be allowed to complete the semester in accordance with conditions of this program.

- If the spouse or qualified same-sex domestic partner is also an eligible employee (e.g., both individuals are employees), then neither employee would qualify as a spouse/qualified same-sex domestic partner under this program. Educational benefits for employees are covered by the existing Educational Assistance Program or Tuition Remission Program.
- b) Children of eligible employees who meet the dependency definition as required by federal income tax laws, including adopted children, stepchildren and children who have such employees as their legal guardian; however, eligibility terminates when the dependency relationship no longer exists. For purposes of this section, a child whose parents are divorced, legally separated under a decree of divorce or separate maintenance, legally separated under a written separation agreement, or lived apart at all times for the last six (6) months of the calendar year is treated as the dependent of both parents if:
 - 1. The child receives over one-half (1/2) of the child's support during the calendar year from one or both of the child's parents; and
 - 2. The child is in the custody of one or both parents for more than one-half (1/2) of the calendar year; and
 - 3. The child qualifies as a dependent of one of the child's parents under federal income tax laws.
- 2. In the event of death of the eligible employee, students who are enrolled or have been admitted prior to date of employee's death will be eligible to continue to receive tuition remission in accordance with this policy.
- 3. For purpose of determining eligibility for a spouse/qualified same-sex domestic partner and/or dependent children not enrolled at date of an employee's death, provisions for eligibility are as follows:
 - a) Deceased employee must have completed at least ten (10) year of continuous employment prior to date of death.
 - b) A widow or widower/qualified same-sex domestic partner may continue benefits under this program.
 - c) At time of enrollment in this program, children must be a dependent of the deceased employee's widow or widower, (if living) under the dependency eligibility requirement as outlined in Section B of this policy; or if employee's widow or widower is not living, children must not have reached their 23rd birthday.
 - d) Benefits for widows, widowers/qualified same-sex domestic partners and/or dependent children terminate at the earliest date of the following:
 - 1. The date of remarriage; or
 - 2. The date a dependent child no longer qualifies as a dependent of the widow or widower; or
 - 3. In the case of dependent children where employee's widow or widower is not living, on the date the children reach their 23rd birthday.

C. Terms of Participation

The tuition remission program will be available to eligible students in accordance with the following terms:

- a) Eligible students are entitled to the following tuition remission:
 - 1. Main Campus Study and Blended Study Schedules (Combination of Main and Off-Campus Study) 90% of undergraduate basic tuition.
 - 2. Off-Campus and Independent Study 50% of undergraduate basic tuition.
- b) The benefit applies only to undergraduate courses for credit.
- c) Students must comply with University admission and retention requirements and be registered for credit classes.
- d) Tuition remissions under this program are limited to the more restrictive of the following two limits:
 - 1. 134 credit hours of undergraduate study; or
 - 2. For students initially entering as a first-time, full-time Freshman, four (4) academic years.
- e) Students receiving scholarship and/or grant awards restricted to tuition and/or fees will be required to use those awards first, to the extent that is consistent with applicable federal and state laws and regulations, with the spouse/qualified same-sex domestic partner and/or dependent children tuition remission benefit providing for the balance, not to exceed the maximum allowable amount of tuition remission.
- f) An application for tuition remission under this program must be submitted by the first day of the semester in which the student is being enrolled and is not retroactive to prior semesters.
- g) Students eligible for this program will be allowed to continue tuition remission benefits during the semester even though the employee may have less than full-time or no employment during said semester provided employee had an approved full-time appointment for the preceding academic/fiscal year.
- h) If the student drops courses or withdraws from school during the refund period any refund applicable to the tuition remission will revert to the University.
- i) The tuition remission for students will be discontinued at the conclusion of the semester in which the eligible employee leaves the University through resignation or other termination, with the exception of retired employees who meet the eligibility criteria outlined in Section A.1(c).

D. Termination of Program

This tuition remission program may be suspended or terminated at the Board of Trustee's discretion at the end of any semester if the Board determines that financial, academic or other circumstances require such action. If the Board so decides, any such suspension or termination may apply to students who are then participating in the program as well as to students who have not yet enrolled.

E. Definitions

- 1. Regular full-time employee An employee in one of the following categories:
 - a) Regular faculty/professional personnel and continuing contract professional personnel who are assigned full-time employment for the academic year, or at least ten (10) months of the fiscal year, or on approved leave other than personal leave; or
 - b) Staff personnel and service personnel who are regularly scheduled to work at least forty (40) hours per week and assigned on a regular full-time basis for the academic year or fiscal year or on approved leave other than personal leave.
- Regular contract full-time faculty/professional employee A contract full-time faculty member or
 professional employee who is assigned for the full academic year or at least ten (10) months of the
 fiscal year.
- 3. Date of Employment Refers to the employee's effective hire date. In the event of a break in service with the University, date of employment refers to the most recent date of re-employment. For purposes of the program, faculty and staff on an academic year appointment having an approved employment date on the beginning date of an academic year, the twelve month period of continuous employment will be completed at the beginning of the next academic year.