

# LINCOLN UNIVERSITY

**Procedure:** Tuition Remission Guideline  
**Policy number:** HRM-107p  
**Effective date:** July 2000  
**Revision:** December 2011  
**Next review date:** March 2012  
**Review officer:** Chief Human Resources Officer  
**Status:** Approved by President and Active

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## 1. Introduction

Lincoln University recognizes that the skills and knowledge of its employees are critical to the success of the organization. The Tuition Remission program encourages personal development through formal education so that employees and their dependents can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Lincoln University.

## 2. Eligibility

- 2.1 Administrative and professional regular full-time benefited employees, and their dependents and spouses are eligible for the University's tuition remission program beginning the first semester following the satisfactory completion of the their probationary period.
  - A. Spouse must be enrolled on a full-time basis; marriage certificate and/or a copy of most recent IRS form required.
  - B. Dependents must be 24 years old or younger and be enrolled on a full-time basis; proof of age (birth certificate) and proof of dependency (most recent IRS form and if pertaining to stepchildren, marriage certificate) required.
- 2.2 Eligibility for groups governed by a bargaining unit is determined in accordance with the corresponding Collective Bargaining Agreement (CBA).

## 3. Program

- 3.1 Administrative Employees: Eligible employees not covered under a CBA may take up to two (2) undergraduate courses each semester during the Fall and Spring semesters, one (1) undergraduate course during the Summer semester contingent upon the approval of the eligible employee's supervisor and the University meeting its regular full pay student required enrollment levels necessary to offer the course.

*Exception:* Employees who hold the position of Residence Hall Coordinator are eligible for tuition remission for graduate courses up to 12 credits per academic year over a consecutive four year period. These employees are required to remain employed with the University, barring unforeseen or extenuating circumstances, for at least one year beyond the last course covered by the tuition remission benefit. Failure to do so will result in mandatory repayment to the University for such course(s) taken under this benefit.

- 3.2 Dependents: Dependents may take courses for eight (8) semesters or up to 124 credit hours, whichever comes first. A dependent may not be enrolled for more than eight (8) semesters.
- 3.3 Tuition Remission Benefits: Tuition Remission Benefits include undergraduate tuition only; and do not include: Fees, room and board, books, labs, etc. Program pays for the cost of classroom instruction only.
- 3.4 Class and Work Schedule: When an employee is absent from work to attend any course in which he/she is enrolled at the University, the employee shall make up the work time missed in the same workweek by reducing his/her lunch period from one (1) hour to thirty (30) minutes, reporting to work one-half hour (30 minutes) before his/her scheduled workday begins, or remaining at work one-half hour (30 minutes) after the scheduled workday ends.

#### **4. Procedure**

- 4.1 Degree Seeking Candidates. Eligible employees and their dependents seeking to obtain a degree are required to seek application and acceptance through the Office of Admissions prior to completing the tuition remission process.
- 4.2 Non-Degree Seeking Candidates. Non-degree seeking employees must complete the “Non-classified” application process; through the Office of Admissions.
- 4.3 Upon notification of acceptance, the *Request for Remission of Tuition* (Attachment I) may be obtained in the Office of Human Resources or from the University website at [www.lincoln.edu/hr/notices.html](http://www.lincoln.edu/hr/notices.html).
- 4.4 The Request for Remission of Tuition must be completed in full and include:

- Employee Name;
  - Date of Request;
  - Semester of Course;
  - Indicate self or dependent as benefit recipient; include employment category and/or dependent-relationship;
  - Recipient date of last attendance;
  - Employee date of full-time employment;
  - Name of Tuition Recipient;
  - Indicate course title/number, credit hours, hours of class, and days class is scheduled (approval will not be
  - Signatures as specified. Proper approval signatures must be obtained prior to receipt of tuition remission benefits.
- 4.5 Completed forms are returned to the Office of Human Resources for disbursement to appropriate departments for recording on applicant's record. The original form is forwarded to the applicant via interoffice mail. It is the applicant's responsibility to confirm the benefit has been deducted from his/her account.
- 4.6 Financial Awards and Scholarship: Any financial awards or scholarships the applicant receives will be included with Remission of Tuition benefits. If the total of these benefits exceeds the applicant's charges for tuition and fees, the Remission of Tuition benefit will be adjusted so that only the balance of the applicant's account will be covered, consistent with the appropriate policy governing the use of the scholarships and awards.

*Questions regarding this guideline may be addressed to:*

*Lincoln University Office of Human Resources  
1570 Baltimore Pike,  
Lincoln University, PA 19352  
484-365-8059*



## LINCOLN UNIVERSITY REQUEST FOR REMISSION OF TUITION BENEFITS

### Employee Information

Date:    /    /

Employee Name	(please print)
Employee Signature	
Date of Hire	
Employee Title	

### Tuition Benefit Recipient

Name of Benefit Recipient	(please print)
Benefit Recipient SSN	
Tuition Recipient (check one)	<input type="checkbox"/> Self* <input type="checkbox"/> Dependent** (indicate relationship)***
Previously Enrolled? (check one)	<input type="checkbox"/> Yes (indicate date of last enrollment) <input type="checkbox"/> No
Semester (check one)	<input type="checkbox"/> Fall (year) <input type="checkbox"/> Spring (year) <input type="checkbox"/> Summer (year)

\* Revised work schedule with supervisor approval required

\*\* Your signature verifies that the dependent lives in your household, is supported by you, and is not otherwise so profitably employed as to pay his or her own expenses

\*\*\*If dependent is a child – proof of dependency and/or evidence of legal adoption are required; if dependent is spouse – proof of marriage is required. All other dependents are subject to approval by Lincoln University Office of Human Resources

### Course Selection

Course Number	Course Title	Credit Hours	Class Duration	Class Schedule						
				M	T	W	R	F	ST	SN

### Approvals Required (in sequence)

<b>1. <input type="checkbox"/> Supervisor Approval</b> (Of scheduled course(s) indicated above)	<b>2. <input type="checkbox"/> Registrar Approval</b> (Eligibility to register)
(Supervisor Signature)	(Signature)
Name of Supervisor (Print Name)      Date	Registrar (Print Name)      Date
<b>3. <input type="checkbox"/> Human Resources Approval</b> (Of benefit eligibility)	<b>Office of Human Resources use only</b>  <input type="checkbox"/> Sent to Financial Aid    Date _____ By _____ <input type="checkbox"/> Sent to Bursar            Date _____ By _____
(Signature)	
Office of Human Resources (Print Name)      Date	