

Personnel Policies for Lincoln University

The guiding principle for these policies is The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 3.7

Effective August 13, 2009

Revised: May 9, 2012

Letter from the President

Education Assistance Tuition Waiver

Rules and Regulations

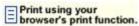
Adjunct Handbook

Print using your browser's print function.

Faculty Handbook

Print using your browser's print function.

Staff Handbook



Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Policy

An educational assistance tuition waiver is granted to benefit eligible employees. Benefit eligible employee are full-time staff members with one or more years of service. In-state tuition for full-time employees with one or more years of service shall be waived for the first six hours each semester for undergraduate enrollment. Fifty percent of in-state tuition for dependent children and/or spouse of an eligible employee shall be waived for the first twelve hours each semester for undergraduate enrollment. Calculation of the tuition waiver for eligible employees, dependent children or spouse will be made only after a financial aid award (PELL and SEOG) has been applied. A FAFSA must be completed to determined eligibility except individuals who hold prior baccalaureate degrees. The calculations would be as follows:

Employee:

(6 credits of tuition – financial aid – 100% remaining tuition) + other fees = Employee cost

Dependent and Spouse

(12 credits of tuition – financial aid – 50% remaining tuition) + other fees = Dependent/Spouse cost.

The employee Tuition Waiver Form must be submitted and approved for the respective semester no later than the last for making financial arrangements with Student Accounts.

For the purpose of this policy, a dependent child is defined as one of the following: one of natural birth (documented by copy of birth certificate), one of legal adoption (documented by copy of legal adoption certificate), a stepchild by marriage (documented by birth certificate and marriage license), and not over the age of 24. To establish eligibility, the dependent child must complete and submit a financial aid application (FAFSA) to demonstrate dependent status.

This policy applies to fees for tuition only as stated above. This policy does not apply to any other fees. This policy does not include the summer session nor applied courses such as music where one on one instruction occurs. Only person who have satisfied all university admission requirements are eligible to benefit from the provisions of this policy.

Any person who receives a tuition waiver as provided herein and does not maintain a cumulative grade point average of 2.00 or above shall be denied further benefits under this policy until a cumulative grade point average of 2.00 or above has been achieved. Benefits shall be denied until a 2.00 or above grade point average is achieved the subsequent semester.

An individual receiving the fee waiver benefit under this policy who is not a candidate for a degree shall be limited to a time period of thirty-six months for receiving such benefits.

An eligible employee shall be granted three academic hours of release time during the normal work week. In addition, an eligible employee may utilize the lunch hour for attending academic classes with the approval of the area supervisor.

→ UHRS •

University Human Resource Services July 9, 2009