

PURPOSE: TO PROVIDE INFORMATION TO BRENAU EMPLOYEES ON AVAILABLE FRINGE BENEFITS.

A. TUITION WAIVER PROGRAM

1. GENERAL:

Subject to the availability of space, faculty and staff members working half-time (See FSG 2-03 for definition of personnel status) or more, and members of their immediate families (spouse and **dependent** children), may qualify for a tuition waiver to attend Brenau University (or the Early College Program). The amount of tuition waived is determined by the employee's work status, (i.e., half-time personnel receive half tuition waived). Eligibility commences with the school term beginning after completion of six months of employment and will apply only to students who have met the requirements for admission.

a. EXCLUSIONS:

- i. The tuition waiver cannot be used for courses repeated unnecessarily or for courses not specifically required for their degree (including auditing a class).
- ii. Obtaining a second degree (either undergraduate or graduate) will need to be approved by Senior VP for Administration/CFO and the Vice President of Academic Services (via a letter of justification of why you wish to obtain a second degree and what your plan will be in the future once you obtain the second degree). Letters should be sent to the Human Resources office.

b. PROCESS:

The tuition waiver form must be completed prior to initial registration and submitted to the Director of Human Resources for approval (and for each semester a class is taken).

c. CLASS ATTENDANCE DURING WORKING HOURS:

Employees are not permitted to enroll in courses that cannot be completed through attendance during other than normal working hours.

d. FEES:

The technology fee and safety and security fee associated with each semester is included in the tuition waiver for employees only. Laboratory fees, studio fees, graduation fees, books, study-abroad programs, etc. are excluded from the tuition waiver (for both employees and family members).

The employee is responsible for paying the deposit for dependants (applies only to the Women's College day program), which is non-refundable. Payment plans for the deposit may be worked out with the Accounting Office.

e. TECHNOLOGY:

A separate email and blackboard/canvas account will be created for each employee taking coursework (i.e., the employee will essentially have two accounts; one student account, and one employee account).

2. UNDERGRADUATE PROGRAMS:

- a. Application for the Georgia Grant, HOPE Scholarship and the FAFSA may be required for employee, spouse, and **dependent** children. Specific eligibility will be determined

- by the Financial Aid Office. Please contact that office for instructions on how to apply.
- b. Only **Dependent** children are eligible for receiving the full undergraduate tuition waiver (effective August 1, 2013). The employee must certify on the tuition waiver form that the child is considered a dependent according to the IRS (the child is claimed on the individual tax return; federal form 1040, 104EZ, etc.) Should a child who starts the program as a dependent change status and no longer be considered a dependent of the employee, the waiver will discontinue at the end of the semester that the change occurs.

3. **GRADUATE PROGRAMS:**

- a. According to IRS regulations, (Section 127), the employee is eligible for a tax-free tuition benefit of up to \$5250 in a calendar year. If the benefit exceeds \$5250, the employee has a tax liability for the balance.
- b. Effective August 2013, employees will contract to serve Brenau University for one year of service from the date graduate enrollment ends, or the last date of enrollment in the graduate program. Failure to fulfill terms of the contract will result in the employee being responsible for the outstanding balance. Repayment plans may be worked out with the Accounting Office.
- c. Obtaining a Graduate certificate in addition to the graduate degree is allowable. Effective August 2013, employees will contract to serve Brenau University for one year of service from the date enrollment ends, or the last date of enrollment in the program.
- d. Effective January 3, 2011, spouse and/or children are no longer eligible to take classes under the tuition waiver for graduate coursework. Any employee who has a spouse or child currently registered and/or enrolled in graduate classes (as of 1-3-11) will be grandfathered in under the old plan.
- e. Each employee taking advantage of the graduate tuition waiver will be required to meet with the Controller regarding the personal tax liability.

4. **TERMINAL DEGREE PROGRAM:**

The University, at its discretion, may assist current full-time faculty members with educational expenses related to the acquisition of a terminal degree.

a. **Degrees earned at Brenau University:**

- i. Current faculty may use the tuition waiver program to pursue terminal degrees at Brenau University. Enrollment of faculty members utilizing the tuition waiver program in a Brenau University terminal degree is limited to one (1) per academic program.
- ii. Faculty seeking permission to enroll in a terminal degree program must submit a request to the Dean of his/her college and the director of the academic program to ensure space availability. The Provost will review and approve the request and forward to the Sr. Vice President for Administration/CFO to ensure program funding is available.
- iii. Priority will be given to applicants earning degrees to meet an institutional instructional need at Brenau University.
- iv. Once a faculty member begins a program of study, he/she will be expected to continue the program in each succeeding semester/session until the program is completed not to exceed four years. Failure to register for the subsequent sessions will result in disqualification and the faculty member will be replaced by other faculty members waiting to enter the program. The faculty member may be permitted to "break" between sessions only in extremely unusual circumstances.
- v. The recipient will contract to serve at Brenau University for at least one year from the date that his/her program is completed. Failure to fulfill the terms of the service contract will result in the employee being responsible for repayment of tuition waiver benefits. Repayment plans must be executed with the

Accounting Office.

- vi. During the course of studies, the faculty member will be expected to continue to meet the instructional obligations identified in his/her contract.
- vii. Each employee taking advantage of the terminal degree tuition waiver will be required to meet with the Controller regarding the personal tax liability.

b. Degrees earned at other institutions:

- i. One faculty member per fiscal year may receive university funding supporting his/her pursuit of a terminal degree. The maximum award available is \$5250 per fiscal year. The maximum amount of time a faculty member may receive the funding is 48 months from the time the benefit begins. The university reserves the right to review award maximums each fiscal year.
- ii. Faculty seeking assistance must submit a request to the Dean of his/her college. Requests, if endorsed by the Dean, will be sent to the Faculty Development Committee for review and recommendation to the Provost. The Provost will review and forward to the Sr. Vice President of Administration/CFO to ensure funding is available.
- iii. Priority will be given to applicants earning degrees to meet an institutional instructional need at Brenau University.
- iv. Approved funding will be awarded to the recipient upon acceptance into the terminal degree program. Once an employee begins a program of study, he/she will be expected to continue the program in each succeeding semester/session until the program is completed not to exceed four years. Failure to register for the subsequent sessions will result in disqualification and the employee will be replaced with the next employee qualified for university assistance. The employee may be permitted to "break" between sessions only in extremely unusual circumstances.
- v. The Tuition Reimbursement Agreement Form must be completed and submitted to the HR Office for each term.
- vi. The recipient will contract to serve at Brenau University for at least two years from the date that his/her program is completed. Failure to fulfill the terms of the service contract will result in the employee being responsible for repayment of awarded funds up to the date of the breach of the contract. Repayment plans must be executed with the Accounting Office.
- vii. During the course of studies, the faculty member will be expected to continue to meet the instructional obligations identified in his/her contract. ‘

5. TAX LIABILITY ON GRADUATE/TERMINAL DEGREES:

- i. Brenau University offers employees the opportunity to pursue higher education free of charge. This benefit is offered for both undergraduate and graduate courses for employees and for undergraduate courses for spouses and dependents. While undergraduate coursework is generally not taxed, the Internal Revenue Service has determined that graduate tuition benefits are taxable. In general, IRS regulations consider anything of value provided to an employee by the employer a form of compensation. Compensation must be reported as taxable wages and is subject to income tax withholding.
- ii. To minimize the impact of this additional income tax withholding, the additional income will be spread out as evenly as possible based on current and anticipated coursework. Each employee, receiving a graduate tuition waiver, will meet with the Assistant Vice President for Financial Services/Controller to determine an estimated amount of taxable income and withholding. Adjustments to Social Security and Medicare taxes will be made in the final quarter of each year to ensure the exact amount is withheld.
- iii. All employees are encouraged to track their tuition waiver benefit for the year

and plan accordingly. In addition, all employees are encouraged to fill out the tuition waiver form at the beginning of the academic period in order to spread their tax withholding over as many pay periods as possible.

B. TUITION EXCHANGE PROGRAM

Brenau University offers reduced tuition through reciprocal agreement with many private and public, not for profit, participating institutions through two programs: (1) Tuition Exchange Program and (2) The Council for Independent Colleges. Participating institutions may be viewed by visiting www.cic.edu or www.tuitionexchange.org.

1. Eligibility commences with the school term beginning after completion of six months of employment as a full-time employee.
2. Priority will be given to applicants based on the seniority of the faculty/staff member. Seniority is calculated on years of continuous full-time service.
3. Applications will be considered on a first-come, first-serve basis, considering the date of the tuition exchange application as well as the date of admission to Brenau.
4. Imports: The University will approve tuition exchanges for students desiring to enroll at Brenau University on an annual basis and in a manner that is consistent with our university mission, fiscally responsible with regard to our institutional financial aid budget, and mindful of the fact that it is through the approval of tuition exchange imports that our own faculty/staff are able to take advantage of export opportunities for their dependents. Only full time undergraduate Women's College programs will be eligible under this policy. Imports would not generally exceed 1 applicant.
5. Exports: Applicants must be fully admitted to one of the university's degree programs and must be approved/accepted by the importing institution. There is no limit to the number of exports permitted only that Brenau must be considered "in good standing" with the TEP at the time of application.
6. Questions on eligibility should be directed to the Director of Human Resources.

C. B.U.L.L.I Classes:

B.U.L.L.I. classes (Brenau University Learning and Leisure Institute) are not included as part of the tuition waiver. Faculty, staff and family members will be required to pay for all costs associated with the BULLI program.

D. UNIVERSITY CULTURAL PROGRAMS:

All employees of the University are invited to attend the many cultural and/or entertainment productions of the Institution free or at a reduced rate depending upon the event.

E. UNIVERSITY FACILITIES:

All employees of the University are invited and encouraged to use the University's sports facilities (tennis courts, natatorium, Fitness Center), subject to availability. Membership fees are waived for employees, with a membership application completed each year. Family usage must be paid through membership fees when membership application is turned in each year *or*

through employee payroll deduction. Annual membership begins September 1st.

F. EDUCATIONAL SUPPORT:

Contingent upon the availability of funds and at the discretion of the administration, staff employees may occasionally be encouraged by the University to seek additional training related to their work assignments at the University's expense. Prior approval by the President or his designated representative is required.

G. CREDIT UNION:

All regular, Full-Time and Half-Time employees of Brenau University are eligible for membership in the Hall County Federal Credit Union. Membership provides the employee with a mechanism for saving a portion of his or her income and an opportunity to borrow needed funds at a relatively low rate of interest.

H. DIRECT DEPOSIT:

All employees' payroll checks will be directly deposited into the bank of their choice on payday. An advice form (or check stub) summarizing employees pay, taxes, other deductions and vacation and sick pay accrual will be sent to the employees' departmental mailbox via the University Post Office.

I. PARKING PRIVILEGES:

All employees must register their vehicles and secure a Brenau sticker. This allows them to park in any available parking space on campus, with the exception of the spaces marked for visitors and handicapped drivers.

J. CHILD DEVELOPMENT CENTER:

Brenau University operates a childcare facility located on the Gainesville campus for children ages 6 weeks-Pre-K. Employees' children may be admitted to the Center at a discounted rate, however all admissions are on a "space available" basis with no special priority given to Brenau employees. Employees should contact the Director of the Child Development Center for further information.