Wittenberg University provides five (5) tuition benefit programs for eligible employees and dependents. Please read the individual program policies carefully as the benefits under each section vary. Please contact the Department of Human Resources at hure-mail@wittenberg.edu or 937-327-7517 if you have questions.

		pages
I	Undergraduate Wittenberg Tuition Waiver for employees & spouses	2 - 4
II	Undergraduate Wittenberg Tuition Waiver for dependent children	5 - 7
III	Undergraduate Tuition Export Scholarship for dependent children	8 - 11
IV	Undergraduate Tuition Exchange Programs for dependent children (Tuition Exchange, Inc., CIC, ELCA, GLCA)	12 - 15
V	Graduate Wittenberg Tuition Remission for employees & spouses	16 - 18
VI	Graduate Assistant (GA) Tuition Discount	19-20

A.

1. Effective on the date of full-time hire, faculty, administrative staff, and support staff (University Staff) are eligible for this benefit. Full-time is defined in the Employee Manual.
2. Officially retired University Staff members in good standing are eligible for the benefit. See the Employee Manual for parameters defining official retirement.
3. The spouse of anyone eligible under 1 or 2 above.
4. A marriage license must be provided to HR prior to consideration for eligibility of a spouse.

B.

1. The waiver of tuition is restricted to undergraduate courses taken at Wittenberg University.
2. The waiver applies to the basic tuition costs and registration fee. It does not cover the payment of additional fees, such as laboratory fees or technology fees.
3. The tuition cost for private music lessons will not be waived unless the student is a full-time music major who is taking private music lessons for course credit. Otherwise, the charge for these lessons will be calculated on the same basis as the charge for full-time students who are not music majors.

5.

5. A full-time student is required to apply for eligible financial aid. This includes completing the Free Application for Federal Student Aid (FAFSA). Other examples

D.

1. If a University Staff member voluntarily terminates employment during a semester in which the tuition waiver benefit is being utilized by a dependent child, the benefit will be pro-rated and the University Staff member is responsible for re-payment to Wittenberg of the resulting uncovered pro-rated tuition balance.
2. If a University Staff member is involuntarily terminated by the University during a semester in which the tuition waiver is being utilized by a dependent child, the university will determine the use and/or repayment of the benefit on a case-by-case basis.
3. If a University Staff member should become disabled and unable to work, or should die during a semester in which the tuition waiver benefit is *already being utilized* by a dependent child the waiver will remain in-tact for the current semester. Beyond the current semester, as long as satisfactory academic standards are met the benefit may be maintained for the dependent child for a period of up to eight (8) full-time semesters or until completion of the degree being pursued at the time of the employee's disability or death, whichever occurs first.
4. Dependent children of an eligible University Staff member who died or went on long-term disability (LTD) *prior to the tuition waiver benefit being utilized* are also eligible for the tuition waiver assuming the deceased/disabled University Staff member met the eligibility requirements for the tuition waiver benefit and had completed at least fi(n)5 (tu (s)-1 (t)-2P(t)-2 [(fi)5 an)1.1 ((tu (s)-1 (t)-2P(t)-2 [(fi)5 a3 (t)3 (i)-..e)1 (f

6. Students eligible for an export scholarship considering a school that is also in the Tuition Exchange, Inc., CIC Exchange, ELCA Exchange, or GLCA Exchange must also apply for an exchange benefit. If not accepted for an exchange benefit, the export scholarship benefit will still be an available option for eligible dependents.
7. The student is required to apply for all eligible scholarships from the attending institution.
8. The student is required to apply for the Free Application for Federal Student Aid (FAFSA) and other eligible financial aid. Other examples of financial aid include federal grants or scholarships, state grants or scholarships, vocational rehabilitation benefits, veteran benefits or veteran's dependent benefits, and corporate, private or foundation grants or scholarships.
9. Scholarships and other financial aid awards designated as "tuition" awards, including awards from the attending institution, will first be applied toward the attending institution's tuition prior to applying the Wittenberg tuition export scholarship benefit. Wittenberg's tuition export scholarship will be calculated on the remaining tuition balance.
10. Grants and scholarships from outside sources designated as "general" or "non-tuition" will not be applied to the Wittenberg tuition benefit – the receiving student can apply those dollars to room and board.
11. Loans obtained will not be construed as grants or scholarships and will not affect the amount of the tuition export scholarship.
12. The amount of the scholarship will be reduced so that the amount of the export scholarship does not exceed the total remaining tuition balance on the bill from the attending college after all other applicable grants and scholarships have been credited.
13. To be eligible to continue receiving a tuition export scholarship, the student must meet acceptable academic standards as defined in the University's Standards of Academic Progress policy. An official transcript or grade report of the student's prior year's work must be submitted to the Office of Human Resources after each academic year.
14. Once a dependent completes the bachelor's degree requirements, the student is not entitled to any further tuition export scholarships. This restriction is applicable even if the student has received a tuition export scholarship for a total of less than eight semesters of full-time study.

*Part-time enrollment may be considered due to special circumstances and will be de2 (ur)-6ce a d-ent ex5.8 (r (i)1.6 l001)67.

_____ Ezry is attending Tiger University as a full-time student with a tuition cost of $52,000 per year. Ezry receives scholarships and financial aid awards from Tiger University & other sources totaling $32,000 per year leaving a tuition balance of $20,000 per year, or $10,000 per semester. Wittenberg's export benefit allows Ezry to receive a maximum of 75% of Wittenberg's annual tuition cost ($42,270 for 2022-23) which equates to $31,702.50 per year or a maximum of $15,851.25 per semester. In this example, Ezry will receive an export scholarship of $10,000 per semester to apply toward Tiger University's tuition. The export benefit received covers 100% of the tuition balance because the available benefit ($15,851.25 per semester) is more than the balance due ($10,000 per semester).

_____ Ezry is attending Tiger University as a full-time student with a tuition cost of $52,000 per year. Ezry receives scholarships and financial aid awards totaling $10,000 per year leaving a tuition balance of $42,000 per year, or $21,000 per semester. Wittenberg's export benefit allows Ezry to receive a maximum of 75% of Wittenberg's annual tuition cost ($42,270 for 2022-23) which equates to $31,702.50 per year or a maximum of $15,851.25 per semester. In this example, Ezry will receive an export scholarship of $15,851.25 per semester to apply toward Tiger University's tuition. Ezry will be responsible for the remaining tuition balance of $5,148.75 per semester. The export benefit will not cover the entire tuition balance because the available benefit ($15,851.25 per semester) is less than the balance due ($21,000 per semester).

Wittenberg University is a member of four (4) undergraduate tuition exchange programs

a) Assuming the student is accepted to a GLCA school through the standard admission process, the GLCA tuition exchange award is automatic/guaranteed.

2. The exchange award is for undergraduate courses taken at institutions participating in the relevant exchange program.
3. The student must be enrolled as a full-time student*.
4. The tuition exchange award is generally limited to a maximum of eight (8) semesters. If a student is enrolled as full-time status during a summer semester, that summer semester will count toward the maximum eight (8) semesters allowed. The importing institution may limit eligibility to less than eight (8) semesters if they so choose.
5. The amount of the tuition exchange award is determined by the specific exchange program and the importing school to which application is made. Some institutions award full tuition while others award less than full tuition. Wittenberg has no input into the importing institutions awarded amount.
6. The GLCA Exchange has automatic acceptance and full tuition coverage. However, the GLCA Exchange program includes a significant student participation fee. Beginning in the Fall of 2017 and thereafter, this participation fee is the responsibility of new students/families entering the GLCA school.

C.

1. Complete the application for a tuition exchange award found on the HR Teams Channel. The application must be submitted to the Department of Human Resources prior to the beginning of each academic year.
2. Apply and be accepted to the importing school through their standard admissions process.

3.3

E.

1. Wittenberg reserves the right to interpret the Tuition Exchange policy as deemed appropriate in instances of ambiguity.
2. While infrequent, exceptions to policy may be made as needed in instances of special circumstance. Each exception request will be reviewed on a case-by-case basis.
3. Notification will be made to campus when changes to the policy are made.
4. Questions regarding this policy or requests for additional information should be

A.

1. Effective on the date of full-time hire, faculty, administrative staff, and support staff (University Staff) are eligible for this benefit. Full-time is defined in the Employee Manual.
2. The spouse of anyone eligible under 1 or 2 above.
3. A marriage license must be provided to HR prior to consideration for eligibility of a spouse.

B.

1. Eligible University Staff members and spouses seeking graduate tuition remission must meet Wittenberg's standard admissions requirements and are subject to the same academic standards and policies as all other students.
2. Coursework may not interfere with the performance of the employee's regularly assigned work duties & responsibilities.
3. Class capa12 -u18c2Clui-1 (d)]TJ0.002d 9.085 05 20 ses-]TJ0.002 T Td[st)1 (u)1 ((9.085 0 p5.1 (a1LBc

including specific time-off related impact to the position and department (i.e. what is the

the University at the time of death/disability and the spouse must have been the eligible spouse of the University Staff member at the time of death/disability.

E.

1. Wittenberg reserves the right to interpret the Tuition Exchange policy as deemed appropriate in instances of ambiguity.
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4. Questions regarding this policy or requests for additional information should be directed to the Human Resources Department.

the benefit & will work with Financial Aid & Student Accounts to apply the discount to the GA's statement. See the HR Teams Channel to access the form.

- A Tuition Discount form must be submitted to HR