

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. It is created in WordPerfect 6.1 for Windows and is in “read-only” format. The file can be opened, reviewed and/or printed for reference. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

DEPENDENT/SPOUSE TUITION WAIVER BENEFIT

Policy 6.11
BOT 11-19-96
Revised 4-17-07

Policy

This benefit provides to qualifying spouses and dependent children of eligible faculty/staff members, up to a 100% tuition waiver for enrollment in credit courses through James A. Rhodes State College. All other required fees (application, registration, laboratory, graduation, etc.) shall be the responsibility of the eligible spouse/dependent child. The tuition waiver will be determined after the applicant's tax dependent status and eligibility or ineligibility for other financial aid is completed.

Policy Guidelines

A. Eligibility of the Faculty/Staff Member

For spouses or dependent children to be eligible for participation in this Tuition Waiver Benefit, a Rhodes State College faculty/staff member must:

1. Hold a regular faculty position as Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer with at least a 50% FTE; or be an Administrative, Professional/Technical Staff member with at least a 50% FTE; or be a Support Staff employee with at least a 50% FTE.
2. Have at least one (1) year of continuous service with the College.

A cost-shared employee is eligible if he/she holds a position which is a full "S Factor" in the Cost-Share Agreement between James A. Rhodes State College and The Ohio State University and he/she is employed by Rhodes State College and is eligible under the above criteria.

B. Eligibility of Spouses and Dependent Children

1. For purposes of this Tuition Waiver Benefit, "children" shall include: (1) natural born or adopted children or the natural born or adopted children of a spouse who are considered dependents of the eligible faculty/staff member for federal income tax purposes; and (2) foster children who have been supported and live in the home of an eligible faculty/staff member and who are considered dependents for federal income tax purposes. The faculty/staff member must provide to the Financial Aid Office their most recent IRS 1040 Tax return for this purpose.
2. Spouses and dependent children employed by Rhodes State College in a regular position with at least a 50% FTE, are not eligible for participation in this Dependent/Spouse Tuition Waiver Benefit. They are eligible for the Employee Educational Tuition Reimbursement/Waiver Policy. Spouses and dependent children may be employed by Rhodes State College as a student employee, temporary employee or a part-time employee with less than 50% FTE and still be eligible for this benefit.

3. Spouses and dependent children participating in this benefit are required to maintain an academic record meeting the minimum standards of academic progress required for College financial aid recipients. The standards of academic progress can be found in the College Catalog in the Financial Aid Section.

4. An eligible spouse and each eligible dependent child may participate in the benefit until they have received tuition waiver for a maximum of 150 quarter credit hours.

5. In the event of total disability or death of the faculty/staff member, each participating (enrolled) spouse/dependent child retains benefit eligibility for the balance of the credit hours of enrollment required to complete an associate degree. If a reduction of force results in a position for less than 50% FTE or the termination of the faculty/staff member's position, or if the faculty/staff member is granted a leave of absence without pay, eligibility for the participating spouse/dependent child is continued for the completion of the current quarter and for one full quarter beyond the date of the faculty/staff member's change in status. In the event of any other termination of active service of the faculty/staff member with the College, Tuition Waiver Benefits cease immediately.

C. Application

Application for Tuition Waiver must be made on a designated form available in the Human Resources Office.

D. Other Financial Aid

The faculty/staff member must contact the Financial Aid Office for verification of eligibility of their spouse/dependent for additional sources of financial aid and tax dependent eligibility. The completion of a FAFSA form will be required. In the event a spouse/dependent is eligible for and receives financial aid which may only be applied toward tuition, and the amount is less than the total tuition required, the College will waive the balance of the tuition due.

E. Implementation

The effective date of the implementation of this revised Dependent/Spouse Tuition Waiver Benefit will be Summer Quarter, 2007/2008 academic year.