

Tuition Grant in Aid

☑ **Open to benefits eligible full and half time employees:** Employees are eligible for coursework at reduced rates on a space-available basis and only in programs of study that are not enrollment capped. Space availability will be determined on the first day of classes.

☑ **To apply:** Complete the application which can be found in the Employee Records module of [People Admin](#). An application must be submitted each semester. Applications will not be accepted any later than 2 weeks after the start of class. For **Dependents** applications should be submitted prior to the billing statement.

☑ **Eligibility:**

- Employee: the beginning of the semester following employment for employees
- Spouse / Domestic Partner: After one year of employee's full-time employment
- Adjunct/ Field Supervisor/ Preceptor: Currently serving or served in immediate past year working at least 45 hours. Requires approval by Dean.
- Dependent Child (up to age 24): 20% off per year of service culminating in 100% tuition after 5 years of full-time employment.

Years of continuous uninterrupted full-time service	Tuition Discount
1 year	20%
2 years	40%
3 years	60%
4 years	80%
5 years	100%

☑ **To qualify for the benefit:** An application must be submitted to Human Resources for approval. Minimum course and admissions requirements must be met. Coursework should normally be outside working hours unless an exception is approved by supervisor and Dean/Senior Administrator. Employees are expected to work their full work-week.

☑ **How the benefits work for full-time benefits eligible employees:** Regular full-time employees may take up to two courses per semester at discounted rates. Discounts on courses is for tuition only and does not include additional fees or materials. Additional course work may be taken at a discount of 50% of the full-time matriculated tuition rate.

- \$50/course (max of 4 credits/course) for undergraduate courses taken for credit.
- \$100/course (max of 4 credits/course) for graduate courses taken for credit.
- \$25/course (max of 4 credits/course) for undergraduate courses taken not for credit (space available basis only).
- \$50 per course (max of 4/course) for non-matriculated graduate courses taken not for credit (space available basis only).
- 50% tuition reduction for not for credit continuing education courses, on a space-available basis, as determined by the Registrar.

☑ **How the benefits work for half-time benefits eligible employees:** Regular half-time employees may take coursework on the same terms and conditions as those outlined for regular full-time employees, except that they may take a maximum of one course per semester, not to exceed four credits, at the discounted rates. If an employee receives institutionally funded scholarship or grant assistance, the tuition grant-in-aid will be reduced to assure that the employee does not receive more than the cost of the coursework undertaken.

☑ **Ineligible programs:** If educational programs are created at the University which has as part of their tuition or fee structure provisions for payments to a third party, those programs shall be deemed automatically ineligible for reduced benefits under this provision. Other programs include:

- Professional Science Masters through UNE North,
- Certain web-based courses, video courses, or for independent study courses.
- PhD programs
- Nursing Program – employee must have 5 years of full-time benefits-eligible service to the University.

☑ **Important to know:** Discounts are for tuition/coursework only and other fees may apply. The benefit is generally not applied to the invoice until after the add/drop period and the application may not be finalized in the system until after that date. Late charges will not be applied. If someone wants to pay the invoice earlier than the benefit is applied, simply apply the course fee(s) as outlined above and any other fees that are applicable.