Tuition Remission and Exchange Policy
Adopted by the Board of Trustees - May 8, 2009

Under the following conditions, employees as well as their spouses/same-sex domestic partner and dependents are eligible for tuition remission at Linfield. Eligible dependents may apply to receive tuition exchange scholarship at colleges belonging to the Tuition Exchange Program. The following paragraphs explain the details of Linfield’s Tuition Remission and Exchange Policy. Please review them carefully. Should you have any questions about this policy, contact the Dean of Enrollment.

General Eligibility

Applying for Admission - Employees and dependents can take coursework without being admitted to a degree program by the Linfield Office of Admission.

If employees or dependents wish to enroll in a degree program, they must apply for and be admitted to the campus in which they are planning to enroll. The employee or dependent must meet the normal admission requirements in order to be considered a degree-seeking candidate. The standard matriculation fee is to be paid by employees and dependents participating in degree programs. The general deposit is waived for employees, but not dependents, participating in degree programs.

Waiting Period for Regular Full-Time and Part-Time Employees - All regular status faculty, administrator, and non-exempt employees who commence employment with Linfield College on or after July 1, 2009 are eligible for tuition remission commencing with the semester or term after the one (1) year anniversary of the employee's effective date of hire. Those who commence employment prior to July 1, 2009 do not have a waiting period. Adjunct faculty, temporary employees and employees on special contracts do not qualify for tuition remission or exchange.

Waiting Period for Dependents – Eligibility for tuition remission for dependents of all regular status employees who commence employment on or after July 1, 2009 begins the semester or term after the one (1) year anniversary of the employee's effective date of hire.

Eligibility for tuition exchange commences after the third year anniversary of the employee’s effective date of hire.

Benefit for Employees - Full tuition remission is provided for regular status employees who are employed for one-half time (0.50 FTE) or more. Tuition remission is for enrollment in McMinnville campus and Portland campus fall and spring classes, and is on a space-available basis after undergraduate registration is complete. See below for eligibility for coursework offered by the Division of Continuing Education.
With supervisor’s approval and appropriate arrangements to make up time away from the job, employees may take up to a maximum of five (5) credit hours of class each week during the employee’s regular working hours. Participation in the intensive January Term during the hours of 8am-5pm normally is not possible.

**Benefit for Dependents of Full-Time Employees** - Tuition remission is authorized for dependents of regular status employees for degree programs. The portion of tuition covered under this policy is administered on a sliding scale as follows: 50% benefit beginning with the semester after one (1) year of service; 75% benefit beginning with the semester after two (2) years of service; 100% benefit beginning with the semester after three (3) years of service 1. The length of service is determined by the number of service years completed prior to the start of that semester. Dependents of regular status employees are eligible to apply for Tuition Exchange for degree programs, subject to the limitations of the Tuition Exchange program and the scholarship-granting institution.

**Benefit for Dependents of Part-Time Employees** - Pro rata tuition remission is authorized for dependents of regular status employees who are one-half time (0.50 FTE) or more. Tuition Exchange eligibility is authorized for dependents of regular status employees who are one-half time (0.50 FTE) or more for degree programs, subject to the limitations of the Tuition Exchange program and the scholarship-granting institution. If a dependent is authorized for Tuition Exchange that dependent is “fully authorized” for consideration by the scholarship-granting institution and will not be subject to pro-ration of Tuition Exchange eligibility. If Linfield has more exports of Tuition Exchange students than imports, priority will be provided to dependents of full-time employees.

The percentage of tuition remission will be prorated by the FTE percentage of the employee. For example, if an employee is 0.60 FTE and has completed two years of service prior to the commencement of that semester, then sixty percent (60%) of the seventy-five percent (75%) tuition benefit will be remitted 2.

**Maximum Benefit for Dependents** - Tuition remission (regardless of the percent of the full tuition benefit) or exchange is only available for dependents through the first undergraduate degree, subject to a maximum of ten (10) semesters of full-time enrollment. Students attending part time will be eligible for the equivalent of ten (10) semesters. The number of semesters/quarters of full-time enrollment and the number of semester hours completed at other colleges or universities will reduce the ten (10) semesters of eligibility by the number of semesters accepted by Linfield. Courses completed by dependents while in high school will not apply toward the ten (10) semester limit. Dependents who have obtained an undergraduate degree elsewhere are not eligible. Dependents who are eligible for tuition remission are encouraged but not required to apply for financial aid through Linfield’s Office of Financial Aid.
Years of Service, Disability and Death Benefits

Years of Service - Employees whose employment commenced prior to July 1, 2009 who leave the employ of the college for reasons other than termination for cause, may be eligible for tuition remission benefits for themselves and their eligible dependents. The employee must have ten (10) years of continuous employment prior to separation and be at least 59.5 years of age at the time of separation. Tuition remission is authorized for regular status employees who are one-half time (0.50 FTE) or more at the time of their separation. They are eligible for the same tuition remission benefits at the same rate as other full-time and part-time employees.

The employee’s dependents have eight (8) years after the employee’s separation to complete the use of the benefit. For each five (5) years of service, the employee will be eligible for one (1) tuition remission benefit for a dependent through the first undergraduate degree. The dependent must be a dependent of the employee at the time of separation from the college. The dependent is not eligible for Tuition Exchange.

Disability – Dependents of a current employee who becomes permanently and totally disabled while employed with the college (as defined by Linfield College’s insurance carrier), may be eligible for tuition remission benefits. Five (5) years of continuous service prior to the disability is the minimum to qualify. For each five (5) years of service, the employee will be eligible for one (1) tuition remission benefit for a dependent through the first undergraduate degree, limited by the maximum of ten (10) semesters for degree completion. (See “Maximum Benefit for Dependents” section for details.) The dependent must be a dependent of the employee at the time of the disability. The eligible dependent must enter a degree-seeking program via the Tuition Remission Program within nineteen (19) years of the employee’s qualifying disability. If an employee has a dependent currently enrolled in Tuition Exchange at the time of death, that dependent will be eligible to complete their degree regardless of the years of service of the employee. Dependents currently enrolled at the time of the employee’s qualifying disability are subject to the maximum number of semesters as outlined in the “Maximum Benefit for Dependents” section.

Death - In the event of death of a current employee of the college, dependents of the employee may be eligible for tuition remission benefits. Five (5) years of continuous service prior to death is the minimum to qualify. For each five (5) years of service, the employee’s dependent(s) will be eligible for one (1) tuition remission benefit through the first undergraduate degree. The dependent must be a dependent of the employee at the time of death and must enter a degree-seeking program via the Tuition Remission Program within nineteen (19) years of the employee’s death. If an employee has a dependent currently enrolled in Tuition Exchange at the time of death, that dependent will be eligible to complete their degree regardless of the years of service of the employee. Policy provisions related to the maximum number of semesters allowed under the program, applies to the Death Benefit as well.
**Definitions, Clarifications, Procedures**

**Dependent Child Defined** - To qualify as a dependent under this policy, a person must be a child of the employee (biological, adopted or stepchild) and the person must meet the definition of the employee’s dependent according to the Internal Revenue Service guidelines.

A child not meeting this definition of a dependent is considered to be independent and is not, therefore, eligible for the tuition remission or the tuition exchange programs.

**Same-Sex Domestic Partner Eligibility** – Same-sex domestic partners are eligible for tuition remission benefits if they qualify for coverage under college-provided health benefits.

**Applying for Financial Aid** – All tuition remission recipients enrolled at least half time in degree programs are eligible to apply for financial aid. Tuition remission recipients are not eligible to receive Linfield scholarship or need based grant assistance, except under the following circumstance: dependents who are not eligible for 100% of tuition remission will be considered for institutional financial aid. Eligibility for aid will be based on aid the dependent would have received if there was no eligibility for tuition remission, and only the difference between regular aid and tuition remission will apply. A student eligible for a combination of grants and scholarships that is less than the amount of the tuition remission awarded will NOT receive any institutional financial aid. As tuition remission eligibility goes up, grant and scholarship aid will go down or be eliminated. Additional note: Linfield scholarship and need based grant assistance is only available to students enrolled for at least 12 credits in a semester, and is not available for January Term or summer enrollment.

Example 1 – where tuition remission award is greater than the combination of grants and scholarships: tuition remission award of $13,500 and grant and scholarship total of $10,000 will result in $13,500 in tuition remission and $0 grant and scholarship aid.

Example 2 – where tuition remission award is less than the combination of grants and scholarships: tuition remission award of $13,500 and grant and scholarship total of $15,000 will result in $13,500 in tuition remission and $1,500 in grant and scholarship aid.

If a student is eligible to receive financial aid in addition to tuition remission, that financial aid will not, in most circumstances, reduce the amount of tuition remission the student is eligible to receive. The only circumstance that would require a reduction of tuition remission is if outside aid in combination with tuition remission exceeds the cost of education. Questions about whether to apply for aid other than tuition remission should be directed to the Office of Financial Aid.

**Fees** – Employees and their dependents are responsible for all fees associated with attendance at Linfield College above the cost of tuition. Fees may include lab fees, Associated Students of Linfield College (ASLC) student body fees, or others the college may implement. Employees
and their spouses/same-sex domestic partners are not charged the ASLC fee, but other dependents of employees are charged the ASLC fee.

**January Term Fee** – Although there is no tuition charge for January Term for McMinnville and Portland campus courses, there is a per-credit fee for any classes taken through McMinnville and Portland. Employees and their dependents are responsible for those fees. January term courses offered through the DCE program are eligible for Tuition Remission (see Division of Continuing Education policy below).

**Technology and Health Center Fee** - Starting with the 2002-03 year, a special fee was implemented for tuition remission students in the budgeting process to offset the transfer of funds from tuition that cover health center and technology costs. Employees and their spouses/same-sex domestic partners enrolled in courses do not pay the fee, but other dependents of employees enrolled in a degree program, full or part time, will pay the fee.

**Study Abroad** - Dependents must pay the airfare and out-of-pocket costs associated with their studying abroad or away from campus under College sponsorship, whether this is in semester programs, January term programs, or full-year programs for Modern Language majors.

**Paperwork** – Employees desiring to enroll in classes must complete the “Employee/Spouse Request for Tuition Remission” each enrollment period, including obtaining their supervisor’s signature. Dependents of employees enrolled in a degree program full time must complete the “Dependent Application and Verification of Eligibility” form once, at the beginning of their enrollment. All forms, instructions, and assistance in completing the process are available from the Office of Enrollment Services, Melrose 108.

**Clearing Accounts** - Employees and dependents must follow the regular account clearing process, which requires the completion of all paperwork two weeks prior to the beginning of the semester or term. Regular policies for late payment/late clearing apply to those qualifying for tuition remission.

**Tuition Exchange** - The Tuition Exchange Program is administered through the Office of Enrollment Services. Tuition Exchange is a partnership of colleges and universities nationwide offering competitive tuition scholarships to members of faculty and staff families employed at member institutions. This statement from the Tuition Exchange materials available from the Office of Enrollment Services (and available online at [www.tuitionexchange.org](http://www.tuitionexchange.org)) summarizes some information about the program:

“Family members eligible for Tuition Exchange Scholarships are not guaranteed an award. Scholarships are not fringe benefits; they are competitive awards. Even if you and your family are eligible to apply for an award, you may not receive an award. In addition to meeting the admissions requirements of the receiving institution, some member institutions have established additional requirements such as higher entrance standards or limit awards to just a few new students each year. To avoid disappointment, file your application early and apply to one or two schools that offer scholarships to a larger proportion of the applicants, as well as your first choice.”
The college must maintain a balance of imports (Linfield students who are dependents of employees from institutions participating in Tuition Exchange) and exports (dependents of Linfield employees attending other Tuition Exchange institutions and receiving Tuition Exchange Scholarships) with the Tuition Exchange program. In the event the college falls "out of balance" and restrictions are imposed on exports, the college will give priority to dependents of full-time employees over part time employees, and beyond that will give priority based on years of service to the college, without regard to employee category.

**Termination of Employment**

Subject to exceptions listed elsewhere in this policy, tuition remission eligibility ends when an employee separates from college employment. If the employee or their dependent is enrolled at the time employment terminates, the tuition remission benefit will be prorated. For example, if a dependent is in the 8th week of a 15-week semester and the college or the employee terminates employment, then the dependent will be eligible for 8/15 of the tuition remission benefit for that semester.

**Housing**

Eligible dependents in degree seeking programs who desire to live on campus are guaranteed housing. The college may delay the assignment of housing for new students receiving tuition remission, depending on the demand for housing. The college will, by August 15, assign housing for all tuition remission students. In some circumstances, depending on demand, students could start in temporary housing at the beginning of the semester. All currently enrolled students receiving tuition remission will be eligible to sign up for housing under the regular housing process.

**Division of Continuing Education**

The Division of Continuing Education (DCE) offers classes during fall, winter, spring and summer terms. Employees and dependents who are eligible for tuition remission benefits and take DCE classes are charged a fee per credit (set annually by the DCE office). Tuition remission students will not be counted in determining whether the course meets DCE enrollment minimums. The employee or dependent will pay application fees, portfolio fees and special course fees. All other requirements for tuition remission eligibility, such as waiting period and definition of dependents, are as set forth above.

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1, 2 Dependents of qualifying employees who commenced employment prior to July 1, 2009 are not subject to tuition remission sliding scale; they are eligible for full tuition remission. However, full tuition remission is subject to prorating according to the employee’s FTE.