

Important Information and Instructions about Requesting Tuition Remission for 2017 - 18

If there is a possibility that you will use tuition remission during next academic year (Fall 2017, Spring 2018 and/or Summer 2018), whether for yourself, a spouse, and/or dependent(s), **you must request Tuition Remission by Friday, November 4th. This deadline is firm. No exceptions will be made.** *(It is better to request tuition remission and not use it than to regret not requesting it.)*

Please read the following before completing a form:

- These forms are now in fillable Google Doc format. If you need the link re-sent, please email dthiessen@georgefox.edu. You must be logged into your George Fox email account to access this form.
- Please refer to the Employee Handbook if you have specific questions about the tuition remission policy. This is a complex benefit with much detailed information, and the Employee Handbook is the most reliable source for complete and accurate information. See section 4.8: [GFU Human Resources Website](#) (see Tuition Remission Policy in the Employee Handbook).
Please note: A section of the policy that has been revised but is not yet reflected in the employee handbook is the following: “To remain eligible for tuition remission, students must meet both academic and behavior standards. Students must be in Good Standing or in Academic Warning status as described in the Academic Catalog and Handbook at the beginning of each semester for which tuition remission is requested. Students on Academic Probation are not eligible for tuition remission. Undergraduate students must also be in good standing as described in the Undergraduate Student Handbook, and graduate students must be in adherence to any conduct requirements of their respective programs. If a student believes the loss of his or her tuition remission is due to extenuating circumstances, the student may appeal the decision to a tuition remission appeals committee chaired by the AVP of Human Resources. The decision of this committee will be final.” ***This revision replaces the following wording:*** “To remain eligible for tuition remission, students must maintain satisfactory academic progress as defined by the institution for the particular programs in which they are enrolled.”
- If you or a spouse will be **beginning a graduate program**, you must be accepted into the program before TR will be granted. HR will facilitate the admissions counselor’s signature on the form indicating that you have been accepted into the program. *Final TR approval will be pending acceptance and approval by an admissions counselor.*
- If you are applying for Tier II Tuition Remission (applies only to support staff and administrators)** , you must provide a separate page with a detailed explanation of how you meet the criteria for this higher level of benefit. Please staple it to the Tuition Remission Request Form before submitting it to your supervisor/s and VP or Provost for signature.
- If you want information about the **Tuition Exchange** program, please **contact** the Tuition Exchange Liaison Officer, **Janelle Freitag, Ext. 2141** or jfreitag@georgefox.edu.
- If you are applying for tuition exchange benefits for your child but are not sure he/she will be granted the scholarship, **you should also apply for tuition remission at George Fox.** This also covers students who change their minds.
- If you have a student who will likely be a **freshman next academic year** but who has not yet completed the undergraduate admissions process, please complete a tuition remission request form anyway. Do not wait until he or she has been accepted.
- Students receiving tuition remission may be required to complete a Free Application for Student Federal Aid (FASFA) each year.
- A separate Tuition Remission form is required for each person that may be taking classes.
- Be sure **ALL of the requested information is provided, including the employee’s and student’s ID numbers.**

**Again, these completed forms must electronically submitted to Human Resources by
November 4th.**

If you miss the deadline, you will not be granted tuition remission for 2017 - 18.

**** Tier Two of Graduate Tuition Remission:**

- Only administrators and support staff .75 FTE and above are eligible.
- Benefits are limited to a maximum of 90 percent of tuition.
Employees must meet the following criteria to qualify for Tier Two benefits:
- Completion of three years of full-time employment, .75 FTE or above, at George Fox University before the beginning of the first class or the first semester of the program.
- An employee applying for Tier II benefits must include a separate page with a detailed explanation of how he or she will meet the criteria for this higher level of benefit. It should be submitted to his or her supervisor and Human Resources. Human Resources will facilitate getting the approval signature.
- An employee desiring to enroll in a full degree program must receive approval from his or her supervisor(s) and vice president or provost indicating their support and acknowledging the proposed program is applicable to the employee's position at the university, will maintain or enhance the employee's job-related skills and facilitate the person's work, or qualify the person for another administrative job at the university that he or she could reasonably attain through promotion. Human Resources will facilitate getting the approval signature.
- The Tier II process starts with HR verifying the years of service and benefit eligibility. The V.P. team then reviews all application materials for each request, including the supplemental letter and application. They must then make a determination as to how closely the additional education aligns with the requirements and job duties of the employees' current position at the University, as well as how the additional education would be of future benefit.
- If a Tier II request is denied it does not impact eligibility for Tier I Tuition Remission Benefits.
- If granted graduate tuition remission at the Tier II level for a full degree program, an employee must agree to continue his or her employment at the university for two full years beyond completion of the program, should he or she be offered continuing employment.
- If the employee voluntarily leaves the university or is terminated before completion of the program, or before the end of the additional two years of employment following completion of the program, he or she may be required to repay part or all of the difference in tuition benefit between the Tier One and Tier Two levels (up to 40 percent, prorated based on length of extended service).

If you have additional questions or need assistance with the Tuition Remission forms please contact:

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