

Tier II Tuition Remission Procedure Effective April 2017

The procedure for awarding the benefit is incorporated to the performance review process. A supervisor, with the approval of his or her vice president, may offer the Tier II tuition remission benefit to an employee at the conclusion of a successful performance review if it is demonstrated that the academic program is 1) applicable to the employee's current job or 2) part of a plan to develop the employee for future leadership at the university. Supervisors must provide their VP with a written rationale for one of the two criteria before it can be approved. This rationale will then be included in the "personal growth" section of the performance review as a record of the approval.

The process of awarding of Tier II tuition remission begins with a conversation between the supervisor and the relevant VP who has read and agreed to the written rationale. Once there is agreement between these two parties, the supervisor may offer the benefit at the conclusion of the performance review in the "personal growth" section of the review if the review is satisfactory and there are no significant issues raised in the review. The employee may choose not to exercise this benefit. If the benefit is not exercised, the Tier II benefit offer remains in place with supervisor approval and continued excellent performance. It is also important to note that the benefit is contingent on admission to the respective program and is available as space permits.

Tier II of Graduate Tuition Remission Benefit:

- 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 II 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.
- 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 will be required to repay the difference between the two levels of the tuition benefit.

This is intended to be a summary of the Tier II benefit. 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 Employee Empowerment Website (see Tuition Remission Policy in the Employee Handbook).

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

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