

EMPLOYEE AND DEPENDENT TUITION PROGRAM

The Employee Tuition Reimbursement Benefit

All full-time and part-time benefit eligible employees pursuing an approved undergraduate or graduate degree will receive tuition reimbursement at 100% up to the maximum IRS non-taxable limit of \$5,250 per calendar year by date paid. Prior to beginning a program of study, the program must receive approval from the employee's manager, Academic Dean, Human Resources, and CFO.

Tuition reimbursement does not cover the cost of books for courses, lab fees, tools needed for class, or other costs associated with attending the course or college.

Tuition reimbursement must be submitted within three months of class completion. Classes must be completed prior to receiving reimbursement. Employees must submit the final grade (unofficial transcript will be accepted) and proof of tuition payment to Human Resources. To receive reimbursement, employees must receive a grade of C or better.

The Employee Tuition Benefit for Dunwoody Courses

All regular full-time and part-time benefit eligible employees are welcome to take courses offered at Dunwoody. These courses include credit, continuing education, seminars and/or workshops that are designed and offered by Dunwoody for the general public. This benefit does not apply to those offered by Dunwoody to private companies for their own employees.

Please note that adjunct faculty, part time non-benefit eligible, temporary employees, and student employees are not eligible for this benefit.

Following is an outline of the employee tuition benefit:

- Full time or Part time benefit eligible employees will be eligible to attend courses without paying tuition.

Conditions of the tuition benefit program:

- Prior approval is required to attend Dunwoody College of Technology under this benefit. Faculty and staff degree planning form should be completed for approval. Approval is required from the employee's manager, Human Resources, Financial Aid, and CFO.
- The Employee Tuition Waiver Application must be completed and received by Human Resources prior to the beginning of each semester in order to receive this benefit. If the Application is not received prior to the beginning of the semester, the employee will be billed directly for tuition costs.
- Students have priority in registering for classes. Therefore, employees may register for classes that still have available room once student registrations are complete.
- Scheduling should be cleared with an immediate supervisor and department director. Modified flex-time may be coordinated to allow for all professional duties to be met.
- The employee must make application for admission to Dunwoody as a special student. The application fee will be waived if requested in

writing. Also, the employee will pay lab fees, books and/or any other fees assessed for the class.

- The employee may continue class(es) if their employment is terminated during the semester, but will be responsible for the tuition charge on a proportionate basis.
- Section 117 of the Internal Revenue Code provides that tuition reductions for employees of educational institutions can be excluded from gross income if they are (1) restricted to education below the graduate level, (2) do not discriminate in favor of highly compensated employees, and (3) do not apply to amounts representing payment for services.
- The employee must complete a FAFSA to determine their state and federal tuition aid grant eligibility. A student who receives federal and/or state grant funding will have the tuition discounts reduced by the amount of such federal and/or state grant funding.
- If employee receives a grant from financial aid, it is applied to their tuition and Dunwoody covers the remaining portion.
- Employees are not eligible for Dunwoody scholarships.
- Employee must make satisfactory academic progress per Dunwoody's Satisfactory Academic Progress Policy (https://catalog.dunwoody.edu/catalog-student-handbook/academic-policies/grading-system-sap/?_gl=1*1w10tr*_ga*MTg3MDE2OTQuMTY2NzU4NTk3MA..*_ga_BKC9SP80FQ*MT)

The Dependent Tuition Benefit for Dunwoody Courses

All regular full-time and part-time benefit eligible employees may receive a tuition discount (full or pro-rated) for spouses and dependent children to attend regular classes at Dunwoody. Please note that all student government, laboratory, laptop, and/or user fees are to be paid by the student. Employees may only have one dependent receiving a tuition reduction or waiver per semester. This benefit will apply towards the completion of one A.A.S and associated bachelor's completion program or one Bachelor's program only.

Please note that additional conditions apply, as indicated below:

- Full-time employees and Part-Time benefit eligible employees will receive a tuition discount for dependent children and spouses
- The tuition benefit also applies to the dependent children and spouses of employees who pass away, retire, or become disabled while employed by Dunwoody. This tuition benefit is null and void two years following death, retirement or disability.
- Termination of employment during the term will remove eligibility for the benefit. Charges and the tuition discount will be prorated for that term in accordance with Dunwoody's refund policy.
- The student must complete a FAFSA to determine their state and federal tuition aid grant eligibility. A student who receives federal and/or state grant funding will have the tuition discounts reduced by the amount of such federal and/or state grant funding.
- The student must be an unmarried dependent child under current IRS tax regulations to qualify for the tuition waiver.
- Dependents are not eligible to receive Dunwoody scholarships.
- Dependent must make satisfactory academic progress per Dunwoody's Satisfactory Academic Progress Policy (https://catalog.dunwoody.edu/catalog-student-handbook/academic-policies/grading-system-sap/?_gl=1*1w10tr*_ga*MTg3MDE2OTQuMTY2NzU4NTk3MA..*_ga_BKC9SP80FQ*MT)

Application for Employee or Dependent Tuition Waiver Benefit

Employees must complete a tuition benefit application, available here (<https://forms.office.com/pages/responsepage.aspx?id=8YW5M5kbQe2nEa5mY2bGNRFGmwsnDRHjylC20JllxUQzYxS1o1MUhFR05ZSIE1UUpSTTk2MUhHVC4u>).

The form must be approved by your manager, Financial Aid, and a Human Resources Representative. The Tuition Waiver Application must be completed and received prior to the beginning of each semester in order to receive this benefit. If the Application is not received prior to the beginning of the semester, the employee/dependent will be billed directly for tuition costs. Final approval may be contingent upon:

- Enrollment Acceptance: The person who is applying for the waiver should apply for course admission through the regular process.
- Space Availability: This is defined as space available in a desired technical program at the time of acceptance into the program. An employee and/or dependent of an employee may be denied admission into a class or program if the class or program has been filled by tuition paying students. Once an employee or dependent student has been accepted into a technical program, they have the right to continue through each semester in pursuit of graduation in an uninterrupted fashion. Those who apply early, are accepted, and learn that the program has filled later, will still have the right to participate.

Note: If a dependent drops out of Dunwoody and chooses to re-enter at a later date, tuition will not be waived.