

# GROWTH THROUGH LIFE POLICY

## FACULTY/STAFF DEVELOPMENT PROGRAM - TUITION GRANT

Effective: August 1, 2017

Life University, as part of its commitment to the development of its employees, offers a tuition grant program as a benefit to eligible employees and their dependents.

**ALL Employees: Requirements, Process & Terms** – all staff/faculty employees and their dependent family members must meet the following criteria, and additionally meet the criteria applicable to their status.

- In order to qualify for this program, the employee must be in good status, with no corrective action taken within the past 12 months.
- The Growth Through LIFE application **must** be completed and submitted to HR prior to the end of the day, **Tuesday of week 7**.
- Approval required from employee's supervisor/Department Head and Human Resources.
  - NOTE: Deadline for admissions applications is 30 days prior to the start of the quarter.
  - Approval for subsequent quarters must be received prior to registering.
- The skillset learned within the degree program must be related to or enhance the employee's performance in their current position within the University or provide professional development to benefit other areas of the University.
- Application and admittance to the appropriate college, according to Enrollment Management guidelines, is required.
- GTL participation is limited to 20% of classroom capacity or 4 grants maximum per class, both online and on-campus classes. This applies to employees and dependents. To the extent that a class is offered and availability in excess of the 20% exists, additional GTL participation may be considered.
- In the event a class does not meet normal University registration requirements to support the offering of a class; the class will not be offered for GTL participants only.
- GTL does not cover independent study courses. Independent study courses are the responsibility of the employee.
- A transcript from the most recently completed quarter must be submitted to Human Resources each and every quarter the employee enrolls in classes. (Ex. An application for FA is submitted prior to week 7 of SU quarter, therefore the SP quarter transcript would be submitted.)
- All employees in this Tuition Grant Program must maintain a minimum cumulative GPA of 3.0 for all classes taken through this benefit, in order to continue receiving the benefit.
- The benefit does not apply to courses already taken at Life University and either withdrawn or failed. (This program will not pay for you to repeat the class.)
- Tuition benefits are to be used for classes within one college at a time for any one qualified individual.
- By applying for the Growth Through Life benefit the employee is choosing to receive the Growth Through Life employee benefit and forego their rights to federal/state financial aid. Employees are not able to receive both the tuition benefit and federal/state financial aid.
- Any change in employment or student status during the quarter will require a re-evaluation of the grant.

- **In the event that a GTL participant is disenrolled, that participant will not be eligible for the GTL program for the subsequent quarter.**

### **Explanation of Benefit Coverage**

- Tuition and the quarterly student fee are covered at 100% for qualified, pre-approved courses.
- The program does not cover: transportation, parking fines, textbooks, supplies, or any other costs outside of tuition and the quarterly student fee charge.

***Tax Notice:** There may be tax implications for this tuition benefit under IRS regulations. This benefit may be considered taxable wages and subject to income tax withholding. Employees should consult their own tax advisor for assistance and coordinate with Payroll to provide withholding or a standard withholding will be withheld.*

## **STAFF BENEFIT**

A regular full-time, eligible staff member may qualify for a tuition grant to take courses in the College of Graduate and Undergraduate Studies at Life University, Inc.

### **Eligibility – Staff**

- The staff member must have completed the 90-day probationary period.
- The staff member must have regular full-time status in order to be eligible.

### **Additional Terms - Staff**

- A staff member may enroll in no more than two classes each quarter and the class hours may not conflict with regular scheduled work hours.
  - Ex. One class may be taken in lieu of a lunch hour and one course may be taken before or after regular scheduled work hours. (This will be strictly enforced effective 8/1/16).
  - If an employee wishes to take more than 2 classes per quarter he/she will be responsible for the additional cost.
  - The GTL program is not to interfere with the normal work-day or regularly scheduled hours of any employee. If there is a conflict the work schedule takes precedent. Your primary role at the university is employee.

## **STAFF – Dependent Child and Spousal Benefit**

In addition to their own benefit, a regular full-time employee, who has been employed for at least one (1) year, qualifies for the dependent child or spouse (hereinafter referred to as “family members”) tuition grant benefit for courses at Life University, Inc.

### **Eligibility to Receive Family Member Benefit**

- The employee’s full-time, one-year employment anniversary date must fall before the beginning of the academic quarter for which the benefit is requested.
- The number of dependents that qualify for this program and the percentage of benefit coverage is dependent upon the qualified employee’s years of service and different based on each College. Please see the two charts below:

#### **College of Graduate & Undergraduate Studies**

<b>Years of Service</b>	<b>Amount</b>	<b>Additional Family Members Covered</b>
1 - 5 years of full-time employment	100% tuition & fees	1 family member
6 – 10 years of full-time employment	100% tuition & fees	2 family members
11+ years of full-time employment	100% tuition & fees	3 family members

#### **College of Chiropractic**

<b>Years of Service (<i>minimum of 5 yrs. to qualify</i>)</b>	<b>Amount</b>	<b>Additional Family Members Covered</b>
>5 and <10 years of full-time employment	50% tuition & fees	1 family member
10+ years of full-time employment	100% tuition & fees	1 (100%) <u>or</u> 2 (50%)

### **Additional Terms – Staff Dependents**

- The family member must maintain a cumulative GPA of 2.5 for all classes taken through this benefit, in order to continue receiving the benefit.
- The benefit does not apply to courses already taken at Life University and either withdrawn or failed. (This program does not pay for you to repeat the class.)
- Family members must complete an application and submit a transcript from the most recently completed quarter to Human Resources each and every quarter the family member enrolls in classes. (Ex. An application for FA is submitted prior to week 7 of SU quarter, therefore the SP quarter transcript would be submitted.)
- Any change in the employee’s employment status during the quarter will require a re-evaluation of the grant.
- In the event of the death or incapacity of the qualified Life University employee, dependent tuition grant benefit continues in the degree program that the individual/recipient is currently enrolled in.

- Dependent child defined by the IRS as a child or stepchild (whether by blood or adoption), foster child, sibling or stepsibling, or a descendant of one of these. Has the same principal residence as the taxpayer for more than half the tax year. Must be under the age of 19 at the end of the tax year, or under the age of 24 if a full-time student for at least five months of the year, or be permanently and totally disabled at any time during the year and did not provide more than one-half of his/her own support for the year.
- Family member matriculation into the Doctor of Chiropractic program is based on the size of the class and availability of space each quarter.

## **FACULTY BENEFIT**

Faculty may qualify for a tuition grant to take courses in the College of Graduate and Undergraduate Studies or the College of Chiropractic at Life University, Inc

### **Eligibility – Faculty**

- Full-time faculty have tuition benefits afforded to them immediately after their effective hire date.

### **Additional Terms - Faculty**

- Full-time Faculty are eligible for a tuition grant up to half-time status per quarter.
- Any change in employment or student status during the quarter will require a re-evaluation of the grant.

## **FACULTY- Dependent Child or Spousal Benefit**

In addition to their own benefit, a full-time faculty member qualifies for the dependent child or spousal (hereinafter referred to as “family members”) tuition grant benefit at Life University.

### **Eligibility – Faculty Dependents**

- The employee’s full-time, one-year employment anniversary date must fall before the beginning of the academic quarter for which the benefit is requested.
- The number of family members that qualify for this program is dependent upon the qualified employee’s years of service. Please see the chart below:

<b>Years of Service</b>	<b>Amount</b>	<b>Additional Family</b>
	<b>Members Covered</b>	
1 year of full-time employment	100% tuition & fees	1 family member
2 years of full-time employment	100% tuition & fees	2 family members
3 years of full-time employment	100% tuition & fees	3 family members
4 years of full-time employment	100% tuition & fees	4 family members
5 years of full-time employment	100% tuition & fees	All family members

### **Additional Terms – Faculty Family Members**

- The benefit recipient must maintain a cumulative GPA of 2.5 for all classes taken through this benefit, in order to continue receiving the benefit.
- The benefit does not apply to courses already taken at Life University and either withdrawn or failed. (This program will not pay for you to repeat the class.)
- A transcript from the most recently completed quarter must be submitted to Human Resources each and every quarter the employee enrolls in classes. (Ex. An application for FA is submitted prior to week 7 of SU quarter, therefore the SP quarter transcript would be submitted.)
- Any change in the employee’s employment status during the quarter will require a re-evaluation of the grant.
- In the event of the death or incapacity of the qualified Life University employee, family member tuition grant benefit continues in the degree program that the individual/recipient is currently enrolled in.
- Dependent child defined by the IRS as a child or stepchild (whether by blood or adoption), foster child, sibling or stepsibling, or a descendant of one of these. Has the same principal residence as the taxpayer for more than half the tax year. Must be under the age of 19 at the end of the tax year, or under the age of 24 if a full-time student for at least five months of the year, or be permanently and totally disabled at any time during the year and did not provide more than one-half of his/her own support for the year.

- Dependent children over the age of 24, but who matriculate before the age of 25, qualify for the benefit to take courses, however it will be considered a taxable benefit.
- Dependent children over the age of 25 do not qualify to receive the benefit.



## **FACULTY & STAFF MASTERS/DOCTORATE TUITION BENEFIT – EXTERNAL**

Faculty and Staff may qualify for tuition reimbursement to take courses for a graduate or doctorate degree from an accredited institution other than Life University, Inc.

### **Eligibility**

- The employee's full-time, one-year employment anniversary date must fall before the beginning of the academic period for which the benefit is requested.

### **Additional Terms**

- Pre-approval from the department head and HR is required before applying to the external program.
- The External Tuition Benefit is limited to five (5) participants (grants) per year. Participation is on a first-come, first-serve basis. A waiting list will be activated. If an employee chooses to sit out a quarter, that grant will be made available to another qualified participant.
- The External Tuition Benefit is limited to four (4) awards per year per participant.
- A Tuition Reimbursement Application must be submitted to HR quarterly, including current transcripts and invoices. As long as an approved participant meets the criteria and is **continuously** enrolled in the approved degree program, the benefit will continue through degree conferment.
- Any change in employment or student status during the quarter will require a re-evaluation of the grant.

### **PRIMARY BENEFIT**

This benefit provides reimbursement for up to 50% of the total tuition and fees, not to exceed \$5,000 per fiscal year, up to a maximum of \$20,000 total reimbursement for the primary benefit (while actively enrolled in the degree program).

### **SECONDARY BENEFIT**

In addition to reimbursement received while enrolled in this program, employees may also qualify for additional reimbursement, awarded as a retention incentive for service after degree completion.

### **After Completion of Degree**

- As an employee retention incentive, the participant will qualify for additional reimbursement, beginning one year after the completion of the degree.
- Employee is eligible for reimbursement of the employee's share of expenses, up to 50% of the total tuition and fees, not to exceed \$5,000 per fiscal year, up to a maximum of \$20,000 total reimbursement.

- Reimbursement will be paid out over the same number of years in which the degree was earned, using the frequency of the educational period during which classes were taken. The employee must submit a reimbursement request, including check request form and documentation to Human Resources.
  - Example: If the employee completed a Master's degree in a two-year period, the reimbursement will be distributed over a two-year period at a frequency (payments per year) which matches the number of educational periods taken during the course of study. The reimbursement will not exceed the reimbursement limitations.
- The employee must be employed full time by the University in order to receive reimbursement.

## DEFINITIONS

The following terms are defined for the Growth Through LIFE program.

**A “FAMILY MEMBER” is defined as:** your spouse or dependent child either by birth, adoption or by being placed in your home as a foster child who is under 24 years of age when matriculating into the program.

According to the IRS a dependent child is defined as a child or stepchild (whether by blood or adoption), foster child, sibling or stepsibling, or a descendant of one of these. Has the same principal residence as the taxpayer for more than half the tax year. Must be under the age of 19 at the end of the tax year, or under the age of 24 if a full-time student for at least five months of the year, or be permanently and totally disabled at any time during the year and did not provide more than one-half of his/her own support for the year.