

## LINCOLN UNIVERSITY

<b>Policy:</b>	<b>Remission of Tuition</b>
<b>Policy Number:</b>	<b>HRM-107</b>
<b>Effective Date:</b>	<b>July 27, 2000</b>
<b>Revisions:</b>	<b>March 15, 2002, August 2011</b>
<b>Next Review Date:</b>	<b>August 2013</b>
<b>Review Officer:</b>	<b>Chief Human Resources Officer</b>
<b>Status:</b>	<b>Approved by President and Active</b>

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Lincoln University recognizes that the skills and knowledge of its employees are critical to the success of the organization. The tuition remission program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Lincoln University.

### Policy

Lincoln University will provide tuition remission to all University benefit-eligible employees in accordance with eligibility requirements outlined below.

In addition, employees who are graduate students enrolled in undergraduate courses and earning undergraduate credits that will not be applied to their graduate degree will pay undergraduate tuition and fees. If the credits are applied to the graduate degree they will pay graduate tuition and fees. Undergraduate students enrolled in graduate courses and earning graduate credits will pay graduate tuition and fees.

In the event that tuition remission and scholarships exceed the eligible student charges, only the balance of the account will be covered consistent with the appropriate policy governing the use of those awards. This policy reflects only the use of Lincoln University resources. When students are eligible for Lincoln Financial Aid (including remission) and they are also eligible for state/federal student assistance, award packaging is governed by prevailing state/federal guidelines.

### Eligibility Requirements

Effective	One year after date of hire for qualified employee and dependents.
Includes	Undergraduate tuition remission only.
Does not Include	Fees, room and board, books, labs, etc.
Eligibility Requirements	Dependents must be 24 years old or younger to be eligible. Proof of age – birth certificate. If stepchildren – marriage certificate.

## **Procedure**

Application for Remission of Tuition may be obtained in the Office of Human Resources. Proper approval signatures from the respective Vice President must be obtained prior to full remission of tuition benefits can be recorded. Please note that room, board, supplies (including books), and any fees associated with academics are not included in the remission of tuition plan. This plan pays only for the cost of classroom instruction only.

## **Reference**

*Benefits section of the applicable Collective Bargaining Agreement (for union employees).*

***Questions regarding this policy may be addressed to:***

***The Office of Human Resources  
Lincoln University  
1570 Baltimore Pike  
Lincoln University, PA 19352  
484-365-8059***