

Wilberforce University Tuition Benefits Programs	Undergraduate Tuition Waiver to Attend Wilberforce University	Graduate Tuition Reimbursement Program	Council of Independent Colleges Tuition Exchange Program
<p>Wilberforce University encourages employees to attend educational programs in order to enrich themselves, develop their skills, and enhance their performance. Therefore, the University established three programs to assist eligible employees in meeting the cost of educating themselves and their families. The programs are: a tuition waiver to attend Wilberforce University undergraduate programs; a tuition reimbursement to attend graduate programs at Wilberforce or another University; and a tuition exchange to attend a member school of The Council of Independent Colleges.</p> <p>Regular, full-time employees who have completed the requisite employment requirement are eligible to receive benefits from these programs in accordance with the respective program guidelines. Employees who enroll in courses under these tuition benefit programs must attend classes outside of their scheduled working hours and must continue to perform their duties at a satisfactory level.</p>	<p>Eligible regular, full-time employees, their spouses, and dependent children may be granted a full or partial waiver of tuition costs to enroll in undergraduate Wilberforce University courses. Eligible employees and their spouses or dependent children who are seeking a tuition waiver must follow the University admissions procedure and must meet the requirements and criteria for admission. Employees requesting an undergraduate tuition waiver must complete and submit to Human Resources a Request For Undergraduate Tuition Waiver Application. The request must be approved prior to the first day of class.</p> <p>Full or partial tuition waivers may be granted according to the following schedule:</p> <p>Regular, full-time employees who have completed one (1) year of continuous employment with the University may be granted a full or partial waiver of the cost of Wilberforce University undergraduate tuition for themselves.</p> <p>Regular, full-time employees who have completed two (2) years of continuous employment with the University may be granted a waiver of the cost of Wilberforce University undergraduate tuition for their spouse or dependent child. A dependent child is: the employee's unmarried, dependent child who is less than twenty-three (23) years of age on the first day of the semester; a full time student; and claimed as a dependent on the parent's income tax return for the two (2) preceding years.</p> <p>Employees seeking the tuition waiver may be required to supply verification of the information submitted. The University Office of Student Financial Services may not refund excess tuition to the student or to the employee who receives a full or partial tuition waiver.</p>	<p>All regular, full-time employees who have completed one (1) year of continuous employment may be eligible to receive graduate tuition reimbursement of up to Six Hundred Fifty Dollars (\$650.00) per semester or quarter in order to take Masters or Doctoral level classes. Requests are subject to the availability of funds and are considered on a first come-first served basis. Tuition reimbursement applications are available in the Office of Human Resources</p> <p>Employees requesting a graduate tuition reimbursement must submit a completed Graduate Tuition Reimbursement application to the Human Resources Department. The application must be approved by Human Resources before the first day of class.</p> <p>Employees requesting reimbursement must earn a grade of "B" or better in the class. Within thirty (30) days of completing the class, employees must submit, to the Human Resources Department, an <u>official</u> transcript indicating the grade received as well as a payment receipt.</p> <p>Employees who are granted tuition reimbursement must agree to remain employed by the University for two years after completing the class.</p> <p>Employees who leave the employ of the University either voluntarily or involuntarily prior to completing the two-year agreement to remain with the University must reimburse the University for all money received under the Graduate Tuition Reimbursement Program.</p>	<p>Wilberforce University is a member of the Council of Independent Colleges ("CIC"). CIC is a network of independent colleges and universities that provides a Tuition Exchange Program ("TEP") to eligible regular, full-time employees of the member institutions, their spouses and eligible dependent children. All regular, full-time employees who have completed one (1) year of continuous employment at Wilberforce University are eligible to apply for the CIC Tuition Exchange Program.</p> <p>Each participating CIC institution agrees to accept as students, a limited number of employees and/or their dependent family members from other CIC institutions on the same admission basis as it accepts other students. Employees are responsible for all non-tuition charges (i.e. room, board, fees, books and supplies) incurred at the CIC institution in which they or their dependant family members enroll.</p> <p>A listing of member colleges and universities and TEP application information are available in the Human Resources Department.</p>