

Franciscan Missionaries of Our Lady University				
Policy Manual:			Section:	
Title:	Non-University FMOLHS Employee Dependent Tuition Discount		Policy Reference #:	
			Supersedes #:	
Date of Origination:			Last Review Date:	
Last Revision Date:			Owner:	

I. PURPOSE

Provides guidelines to determine eligibility of a non-University FMOLHS employee's dependent(s) for a tuition discount on undergraduate coursework at Franciscan Missionaries of Our Lady University.

II. APPLIES TO

A dependent of a non-University FMOLHS employee is defined as the employee's child (by blood or adoption) or stepchild, and must be under the age of 25 (as of the first day of the semester, checked each semester).

III POLICY

A non-University FMOLHS employee's dependent(s) are eligible for a 40% tuition discount beginning on the first day of the semester following completion of one year of full-time employment. The dependent must be admitted or enrolled as an undergraduate student (excluding high school students who are dual-enrolled). The discount may not be combined with other institutional discounts or scholarships. The discount applies to tuition only; fees and other expenses are not included in this policy. To maintain eligibility for the discount, the dependent must be in good academic standing and under the age of 25 as of the first day of each semester. The employee must maintain full-time employment with FMOLHS.

IV RESPONSIBILITY

Responsibility for ensuring compliance to this policy is the HR Business Partner and the Director of Financial Aid.

V. PROCEDURE

- To establish initial eligibility for the discount, the employee must submit the Non-University FMOLHS Employee Dependent Tuition Discount Form and all

required documentation specified on the form to the HR Business Partner. They will confirm that the employee has completed at least one year of full-time employment at FMOLHS and the dependent(s) meet the definition above. The priority deadline for submission is two weeks prior to the published tuition and fee payment deadline for the first semester of eligibility.

- For the discount to be applied each semester thereafter, the employee must submit their most recent paystub as of the published tuition and fee payment deadline to the Office of Financial Aid. OFA will verify that the dependent(s) remain in good academic standing and will be under the age of 25 as of the first day of the semester.
- If the employee's status changes to less than full-time or they are no longer employed by FMOLHS, the dependent(s) will not be eligible for the discount for semesters beginning after the date of change in employment. The dependent's eligibility for the discount will be suspended if they are not in good academic standing. If all other conditions for the discount continue to be met, it may be reinstated the semester following the semester the dependent regains good academic standing.

VI REFERENCE

Reviewed:

Approved by:
