



## TUITION ASSISTANCE FOR DEPENDENTS OF EMPLOYEES

### UNDERGRADUATE EMPLOYEE DEPENDENT TUITION ASSISTANCE GRANT (EDTAG)

The EDTAG is available to qualified employees who satisfy the prescribed waiting period and whose dependents satisfy certain conditions.

#### 1. WAITING PERIOD

The waiting period is one full year immediately prior to the semester in which the employee's qualified dependent enrolls at MVNU. Equivalent employment at another accredited higher education institution will be counted towards the waiting period.

#### 2. QUALIFIED EMPLOYEES

Qualified employees include those who are employed in any of the following capacities for the prescribed waiting period:

- A full-time faculty member
- A full-time staff person
- An individual who has fully retired from MVNU and who served MVNU for a minimum of 10 continuous years as a qualified employee immediately prior to retirement.
- A deceased employee who qualified for the EDTAG at the date of his/her death.

#### 3. DEPENDENT ELIGIBILITY

To be eligible for the EDTAG, a qualified employee's dependent must meet MVNU admission standards and file a FAFSA on an annual basis. Except for qualified retired or deceased employees, the EDTAG is not available for dependents of those who, at the commencement of the semester, are no longer employed by MVNU. If a qualified employee separates from employment with MVNU after the start of a term/semester in which a dependent enrolls, the EDTAG will continue through the end of that term/semester. The date of separation is considered the last day actually worked. Payouts for unused vacation or severance do not extend the separation date.

#### 4. APPLICATION

EDTAG applications are available at <http://hr.mvnu.edu> ("Resources for Employees") and must be submitted to the Human Resources (HR) Department at least 60 days prior to the commencement of semester in which the dependent plans to enroll. The HR Director must certify applications.

#### 5. QUALIFIED DEPENDENT

A "dependent" is defined as: (1) the qualified employee's unmarried child (biological, adopted, or step) under the age of 26 and claimed as a dependent on the employee's most recent tax return, or (2) a qualified employee's spouse.

A dependent who turns 26 years of age or becomes married during a semester in which s/he is receiving the EDTAG may continue to receive the EDTAG through the end of that semester. The spouse of a qualified employee's child does not qualify for the EDTAG.

#### 6. BENEFITS

##### A. Traditional Undergraduate Program

A qualified dependent will receive the EDTAG for the published rate for an MVNU traditional undergraduate program. Tuition-designated awards will reduce the EDTAG. Except for donor-funded scholarships, MVNU will not provide funding or discounts beyond the EDTAG, unless the dependent

foregoes the EDTAG in favor of a separate financial assistance package. Donor-funded scholarships may be awarded in addition to the EDTAG but may not exceed direct costs. The EDTAG is limited to a baccalaureate degree. Credits earned through programs outside of MVNU (e.g., PSEO, AP, KAP, IB, CLEP, transfer, credit by exam, etc.) are included in the attempted hours limit. On a space-available basis, the spouse of a qualified employee who possesses a bachelor's degree may pay to take an MVNU undergraduate traditional course at a discounted 50% rate off the published tuition rate.

**B. Non-Traditional (GPS) Undergraduate Program**

A qualified dependent will receive the EDTAG for the published rate for the GPS program, in which s/he enrolls. Enrollment will be on a first come, first served, space-available basis. On a space-available basis, the spouse of a qualified employee who possesses a bachelor's degree may pay to take an MVNU undergraduate non-traditional course at a discounted 50% rate off the published tuition rate. (The spouse may not be counted as part of the course enrollment for purposes of a faculty teaching loads or cohort minimums.)

**7. TAXABILITY**

Some tuition benefits may be subject to taxation. Employees and dependents are responsible for determining what portions of the EDTAG, if any, are taxable.

**8. FUTURE CHANGES**

This policy is subject to change.

<b>Version</b>	<b>Approval Date of Version</b>	<b>Version Type</b>
01-July-2013	Senior Leadership Team, March 5, 2013	<ul style="list-style-type: none"> <li>• EDTAG benefit applicable solely to dependents of employees</li> <li>• EDTAG benefit shall be for published rate for traditional undergraduate and GPS program</li> <li>• EDTAG benefit is increased from 95% to 100% &amp; eliminates the 10% R&amp;B discount</li> <li>• The ETDTA benefit is eliminated under the new EDTAG benefit</li> </ul>
01-Oct-2013	Senior Leadership Team, October 1, 2013	<ul style="list-style-type: none"> <li>• Eliminated the 10 semester and 160 attempted hour limit</li> <li>• Extended the age limit to 25 years and under</li> </ul>
18-Feb-2014	Senior Leadership Team, February 18, 2014	<ul style="list-style-type: none"> <li>• Removed benefit for "semi-retired" employees</li> <li>• EDTAG benefit for the Fall and Spring semesters only.</li> </ul>
01-Apr-2014	Senior Leadership Team, April 1, 2014	<ul style="list-style-type: none"> <li>• Approved to utilize EDTAG for fall, spring and summer tuition.</li> <li>• Approved to utilize EDTAG regardless of full-time or part-time status.</li> </ul>
26-Feb-2015	Senior Leadership Team, February 26, 2015	<ul style="list-style-type: none"> <li>• Spouses who possess a bachelor's degree may pay to take undergraduate traditional and non-traditional courses at a discounted 50% rate off of published tuition.</li> </ul>

**COUNCIL FOR CHRISTIAN COLLEGES AND UNIVERSITIES (CCCU) TUITION WAIVER EXCHANGE PROGRAM**

MVNU participates in the Tuition Waiver Exchange Program (TWEP) sponsored through CCCU. This program enables the dependents of qualified full-time faculty, staff, and administrators to attend other participating CCCU

institutions under the same rules that employees of those institutions are subject to for dependent tuition. Qualifications for MVNU employees to participate in TWEP are the same as those for participating in EDTAG.

Be aware that participating CCCU institutions typically limit the number of TWEP students they approve and may base such approval on the timing of the application and any number of other factors, including academic ability. Applications and additional information for TWEP are available from the Administrative Assistant for GPS and Enrollment and are administered by that office. Note that applications require the certification of the Vice President for GPS and Enrollment prior to a qualified dependent makes application under TWEP to another CCCU institution.

#### **OTHER TUITION EXCHANGE PROGRAMS**

MVNU may participate in a variety of other tuition exchange programs from time to time. For a current listing of these programs and eligibility criteria, please check with the office of the Vice President for GPS and Enrollment. Certification of eligibility from the Vice President for GPS and Enrollment is required prior to a dependent making formal application for a tuition exchange program.