

IX. TUITION DISCOUNT BENEFIT

Goshen College offers tuition discount to employees and immediate family members according to the criteria listed in this section. Reciprocal benefits are available to other Council of Mennonite Colleges member institutions and to Associated Mennonite Biblical Seminary. For further explanation, please contact the Financial Aid Office or Human Resources.

- A. Written application for a discount must be submitted by the student to the student financial aid office each school year. It is the responsibility of the employee or employee dependent to be sure application is made prior to registration of courses to be eligible for participation in the tuition discount program. No tuition benefits are given de facto or after the semester is completed.
- B. The tuition discount at Goshen College is considered a "scholarship" in that it is available only when established eligibility criteria are met.
- C. The tuition discount shall apply to full-time or part-time students in regularly scheduled on-campus courses with the following limitations:
 - No discount shall be granted for independent study courses.
 - No discount shall be given for applied music instruction unless the applied music enrollment is included in a regular full-time course load of 12 to 15 hours.
 - No discount shall be given for laboratory kindergarten, piano pedagogy or continuing education courses.
 - No discount shall be given for enrollment in programs where all or partial funds are channeled through Goshen College to another college or agency (i.e. CMC, CIEE or BCA year abroad programs, Urban Life Center, Tropical Agriculture at University of Florida, Washington Study Service Year, CASAS, Au Sable Institute, etc.) unless the program is required to complete the student's major at Goshen College.
 - No discount shall be given for summer session courses for family members and former employees.
 - Only one discount can be in effect at a time. For example, if both parents of a Goshen College student were employed at Goshen College, the applicant could not claim a discount on behalf of each parent.
 - May term is considered part of the spring semester. An employee taking two classes in the spring term (January—April) may not take an additional course in May term.
- D. The tuition discount granted for "off-campus" courses (e.g. New York Art Study Tour, Marine Biology, etc.) shall be limited to the equivalent amount granted for an on-campus course with the same number of hours. There shall be a limit of three persons with such discounts for any one special-fee course.
- E. The tuition discount granted for a Study-Service Term shall be based on the equivalent tuition charged for full-time resident enrollment during a fall or winter semester. There is a two-year employment requirement for eligibility to enroll in SST, along with an approved leave of absence. The discount for SST is 50% for the selected program, and extra fees for higher cost units are not included in the discount. Part time employment does not count toward the two-year employment requirement.
- F. Tuition discount for Adult and External Studies Program. Employees interested in Adult Programs classes, upon receiving supervisory permission, may enroll for full tuition discount following two years full-time employment. Employees who have worked less than two years are eligible for 100% discount for 6 hours of Adult Program tuition calculated at the per-credit hour rate, per term. A maximum of 6 hours of discount (Adult or regular program) is allowed at any one time during the first two years of employment.

Part-time employees do not receive pro-rated credit for years employed for the Adult and External Studies program.
- G. The tuition discount shall apply to courses audited on the same basis that it applies to courses for credit.
- H. Wherever possible, the applicant is expected to seek first state or federal scholarship or grant assistance. If eligible for government assistance, the applicant is assured of receiving at least the equivalent of the discount (and possibly more if demonstrated need is evident) through the discount, government assistance or a combination of gift resources.

- I. Where applicable, either the reduced part-time rate (for one- to five hours) or a discount based on the standard rate will apply, whichever is to be student's advantage.
- I. The faculty/staff child discounts shall be available through age 24 whether or not the applicant is married providing the child receives at least one-half support from his/her parents during the period in which the discount is granted and is claimed as a dependent on the parental tax form.
- J. Where applicable, either the reduced part-time rate (for one to five hours) or a discount based on the standard rate will apply, whichever is to the student's advantage.

K. Faculty/Staff Discount

- 1. Full-time faculty and staff receive full tuition discounts.
- 2. Faculty and staff who normally are full-time will continue to receive full benefits if on a part-time basis of 50 percent or more for one year.
- 3. Part-time faculty/staff employed 50 percent or more (regular contract form) receive a pro-rata share of tuition discounts.
- 4. Part-time faculty/staff employed less than 50 percent (part-time contract form) may receive a pro-rata tuition discount based on average of last three years of employment.
- 5. Currently employed Goshen College employees are eligible to take up to two classes per semester in the regular program at 100% tuition discount, providing only one is taken during the regular working day.

If a part-time faculty member has worked less than three years, the average will be calculated on the percentage worked in the last one or two years.

L. Spouse and Dependents

- 1. Dependent children of full-time faculty/staff members shall be entitled to a tuition discount of 50 percent of the regular college tuition during the first two years of employment of the parent and 75 percent tuition discount beginning in the third year. The two years of employment must be completed prior to the start of a semester to receive the increased discount.
- 2. The spouse of a full-time faculty/staff member shall be entitled to a tuition discount of 75 percent during the first two years of employment of the spouse and 100 percent tuition discount beginning in the third year. The two years of employment must be completed prior to the start of a semester to receive the increased discount.
- 3. If the employee, spouse or dependent child is enrolled in classes when the employee begins employment, tuition discount is available for the current semester provided the employee start date occurs before the mid-term break. Otherwise, tuition discount will begin the next semester. To receive May term tuition discount, the employee must have begun employment prior to the start of May term.
- 4. The discounts for faculty who normally are full-time but are on a part-time basis for one year will continue to be awarded as full-time.
- 5. There is no former employee dependent tuition discount for employees who began work after July 1, 2003. Former employees who began employment before July 1, 2003 and worked at least 10 years full time (75% employment or more) will have accrued dependent tuition benefits at the rate of 5% for each year worked. Employees who were active full-time employees on July 1, 2003 are allowed to earn up to 10 years credit for former employee tuition discount. Those who had worked between 10 and 15 years as of July 1, 2003 were "frozen" at the number of years worked, and those who had worked 15 or more years are eligible for

the maximum 75% dependent tuition benefits. No former employee tuition discount benefits will be available for employees who work less than 10 years prior to leaving employment at Goshen College. An exception to this policy is made for those who were employed full-time at least three years but less than 10 years between June 30, 1969 and July 1, 1989 who remain entitled to an accrual of 5% for each year worked. Former faculty dependent tuition discount is available to dependent children only.

6. For untenured employees who become disabled or die during the first three years of employment, tuition discounts currently in effect for the spouse or dependents will continue until the end of the contract year. For faculty hired with a view to tenure, and/or in their fourth or subsequent year of employment, normal tuition discounts for the spouse and dependent will continue during a period of disability of the faculty member. In case of the death of the faculty member, the dependents will be eligible for the same tuition discounts given to dependents of living faculty members. A surviving unmarried spouse will be eligible for the tuition discount available to a spouse of a living faculty member.
7. Children of divorced or separated employees are eligible for the tuition discount regardless which parent the children live with.
8. The following Mennonite Colleges have agreed to extend discounts of 50 percent of tuition to the children of faculty members from the other participating colleges: Bethel College (Kansas), Bluffton College, Eastern Mennonite University, Goshen College, and Hesston College. Students interested in this program should correspond directly with the college(s) in which they are interested.
9. Tuition discounts for AMBS/GC faculty spouses. Full-time faculty and spouses of AMBS and GC have the privilege of taking up to six hours of class work per year at 100 percent discount. This agreement is made possible by an inter-institutional exchange agreement. Part-time faculty (50 percent or more) and spouses will be eligible to receive this tuition discount for the same percentage that they are faculty.

Faculty working less than 50 percent are not eligible. AMBS currently requires a one- year employment period at GC before employees of Goshen College and their spouses are eligible to receive free tuition at AMBS.

- M Auditing procedures As in all cases where auditing privileges are requested, the opportunity to audit the course is given only with the approval of the instructor in charge and/or the registrar. Students wishing to audit a daytime course should simply go to the class and after the first or second class meeting, request the privilege to audit from the professor. If the privilege is granted a slip will be given indicating approval. The slip should be presented to the registrar for recording. Students wishing to audit an evening course should go to the registrar for approval. The registrar has advance information on how many will be permitted to audit each evening course and will grant the privilege on a "first-come-first-served" basis until the maximum number is reached. As in all cases where persons audit a course, there will be no possibility for later "Credit by Examination." A student may secure later credit only by actually registering for the course and paying the normal tuition fee, or applying for faculty/staff discount.