


# HR-0013 Tuition Reduction Benefit Program for Spouses and Dependent Children

			Policy identification number: HR-0013	
			File: Personnel Policies>Human Resource Policies	
<h2><i>Tuition Reduction Benefit Program for Spouses and Dependent Children</i></h2>				
<p>Policy Summary</p> <p><i>This policy establishes a tuition reduction benefit program for spouses and dependent children for Fort Lewis College employees.</i></p>				
Policy Owner	Approval Date	Effective Date		
<b>Vice President, Finance &amp; Administration</b>	<b>August 5, 2019</b>	<b>August 5, 2019</b>		
Search Terms	Scheduled for Review			
<b>tuition, reduction, t, vpfa</b>	<b>Spring 2024</b>			

## I. Policy Statement

The spouse and/or dependent child (children) of an eligible employee shall be qualified to receive a tuition reduction benefit if admitted to the College and enrolled in a degree program. The spouse and/or dependent child/children of an exempt employee (faculty & professional) or state classified employee who dies while an eligible employee shall continue to be eligible for this program until the dependent child reaches the maximum age for eligibility or, in the case of the spouse, until remarriage. Students must be enrolled in a minimum of 6 credit hours per term to qualify for this award.

## II. Reason for Policy

To outline the policy and procedures related to the tuition reduction benefit program.

## III. Responsibilities

**For following the policy:** All employees

**For enforcement of the policy:** Director, Human Resources

**For oversight of the policy:** Vice President, Finance & Administration

**For notification of policy:** Policy Librarian

**For procedures implementing the policy:** Director, Human Resources

## IV. Definitions

**Dependent Children:** Defined as natural, step, adopted or foster child under the age of 24 who is considered to be a "dependent" for federal income tax purposes and/or who resides in the employee's household.

**Eligible Employee:** All exempt and non-temporary state classified employees of 50% time or greater.

**Termination of Eligibility:** Separation of employment, except in the case of death, shall terminate eligibility for scholarships as of the end of the academic year in which the separation occurs.

**Tuition Reduction Benefit:** Twenty-five percent of in-state tuition as defined in the current catalog for regular on-campus courses.

## V. Procedures

[Tuition Reduction Benefit Program](#)