APPLICABILITY Staff, Faculty, and Administrators POLICY As part of its commitment to lifelong learning and personal improvement, the College provides assistance through several means for eligible employees, spouses, domestic partners, and dependents to further their academic goals.

This includes the following programs:

- The Prescott College Tuition Reduction Program
- The Tuition Exchange Program
- The Prescott College Tuition Waiver Program

1. All regular full-time employees, spouses, domestic partners (as defined in Policy 506), and dependents (as defined by the Internal Revenue System (IRS)) of regular full-time employees may enroll in Prescott College academic programs, both graduate and undergraduate level, as a degree-seeking student, and may receive a tuition waiver per the provisions of this policy. The employee or their eligible designee should apply to the program that he/she is seeking admission as a first step. Employee will complete an Application for a Tuition Waiver (available in HR and online) once the employee or designee is admitted and registered for courses. Please read the entire application for important tax information.

Recipients of the Tuition Waiver must re-apply every term after registering to receive the benefit.

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This benefit provides for the reduction of tuition and general fees only (such as, the technology fee, sustainable fee, etc.). This benefit does not cover any direct course related fees which must be paid by recipient. In addition, only dependents as defined by the IRS seeking an undergraduate degree will generally qualify for a tax exemption. The College employee who qualifies for the benefit is responsible for the tax liability for anyone not qualifying for the tax exemption. Graduate education qualifies for tax exemption only if it is for the education of a graduate student who performs teaching or research activities for the College. As interpreted by the IRS (PLR 9040045, 1990 WL 700556) this does not apply to faculty or staff engaged in research or teaching. In general the employee seeking a graduate exemption may be eligible to exclude up to $5,250 from gross income of education assistance as defined under section IRC 127 (a) (2). If applicable the employee will be taxed on the value of the tuition reduction at their regular withholding rate.

Eligible individuals may be considered for federal financial aid but will not be considered for Prescott College aid. Students using Tuition Waiver are responsible for following all student policies for their program.

1. An employee is eligible to participate no earlier than the first of the month following 60 days of the date of full-time employment, same as effective date for overall employee benefits package.

2. Upon termination of employment the employee’s tuition will remain at the benefit amount until completion of the current term. If a terminated employee reenrolls, no tuition benefits will apply.
3. The student will be subject to all academic policies of the institution, including maintaining satisfactory academic progress standards, both qualitative and quantitative.

4. Senior management may determine a limit, or cap, to the maximum number of employees receiving tuition reduction for a given program. In the case of excess interest above the number of available awards, the Chief Financial Officer will make a determination as to the awarding of the tuition reduction benefit. Priority will be given to students already enrolled at Prescott College under a waiver.

The Tuition Exchange Program:

In addition, Prescott College offers a Tuition Exchange Scholarship program to eligible employees, their spouse/domestic partner and dependents. The TE program provides the opportunity for tuition assistance to over 600 participating member institutions. The Tuition Exchange scholarships are not guaranteed; they are competitive awards. To be eligible to apply, an employee must be employed at the College for a full year as a regular and, full-time employee. Information regarding the tuition exchange program, including the application process, may be obtained from Human Resources or at www.tuitionexchange.org. Tuition waivers do not include amounts remitted to the participating institution.

Exception Due to Death (Death Benefit): In recognition of the commitment and contributions of long-term employees who have served the college ten years or longer and have died while currently employed at Prescott College, the, undergraduate degree benefit shall apply, as outlined in this document shall also apply as though the affected employee was still employed.