HOURLY EMPLOYEE TUITION ASSISTANCE

1. Eligible Employees- Full time, benefit eligible hourly employees whose dependents are attending Walla Walla University.

2. Students Eligible for Tuition Assistance- To be eligible for tuition assistance the student must be: *(SEE ADDENDUM)*
   a. An unmarried dependent of the employee
   b. Less than twenty-four years of age unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration.
   c. Eligible to be claimed as a dependent on the employee’s income tax return.
   d. Born to, or legally adopted by, the employee and/or spouse or is a stepchild by marriage receiving more than 50 percent of support from the new family unit.
   e. Attending Walla Walla University.

3. Students Eligible in Divorce and Remarriage Situations—To be eligible for tuition assistance the student must be: *(SEE ADDENDUM)*
   a. Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return.
   b. Under the custody of the ex-spouse of the employee and eligible to be claimed as a dependent on the employee's tax return.

4. Assistance - The organization employing the parent of the student may provide assistance of up to 70 percent of the tuition and all required fees for dormitory students, and up to 50 percent for those not in the dormitory. Assistance on the university level should be calculated on the gross charges for tuition and required fees, according to the current bulletin, before family or other discounts granted by the school. In cases where an employee's church provides a subsidy to cover the differential between constituent and nonconstituent tuition rates, the tuition assistance from the employer shall be based on the net tuition expense to the employee. This shall not include charges for private music lessons except where such lessons are required for credit toward music majors or minors, in which case the above percentages may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours. *(SEE ADDENDUM)*

5. Limitation on Assistance - Assistance shall be provided for a degree program for a maximum of ten semesters or fifteen quarters (or a combined equivalent). *(SEE ADDENDUM)*
6. **Summer Sessions** - Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters.

7. **Adventist Colleges Abroad** - Students would receive tuition assistance based on the cost of tuition at the home campus where they are registered.

8. **Method of Payment** - Assistance for students enrolled at Walla Walla University shall be made directly to the school.

9. **Division of Assistance** - When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance shall be provided per student.

10. **Employees Disabled** - This policy would extend tuition assistance to the dependents of employees who become disabled as outlined in Y 33. Assistance would be continued through the school year in which the employee’s elimination period occurs, but in no event would it be carried more than one school year.

**ADDENDUM:**

- WWU extends this policy to include legal guardianship
- WWU will give assistance to students of divorced employees whether or not they can be declared as dependents on the employee’s tax return.
- WWU allows 50% of tuition and required fees when the student is attending WWU and living at home. 70% if living in University housing. (Example: Dormitory, university apartments)
- A request for an extension of the policy, due to a student exceeding the age requirements in item 2 above, can be made with Human Resources (additional 2 quarters, maximum).