SALARY EMPLOYEE TUITION ASSISTANCE

1. Christian Education - Employees are encouraged to support the Church’s philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and commitment to Christ, thus perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example and reducing the possibility that the children adopt a lifestyle that is not in harmony with the teachings of the Church.

2. Eligible Employees - Full time church employees in administrative, professional, and supervisory positions (those considered to be exempt from Federal and state/provincial wage and hour laws) are expected to send their children to Seventh-day Adventist denominationally owned and operated schools and are provided assistance on the tuition expense for their children who are enrolled in denominationally owned and operated schools on the elementary, secondary, or liberal arts college levels, or technical or professional school on the undergraduate levels, a fifth year of college, or additional course study required to secure necessary credentials/certification.

3. 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.

4. 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.

   The controlling committee may make an exception to Y24 05-4 if the employee has assumed full responsibility for a child’s educational expenses in a denominal school.
5. **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 35 percent for those not in the dormitory. This assistance on all grade levels 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)*

6. **Professional Programs** - Assistance provided for professional programs not requiring an undergraduate degree before beginning graduate study shall be based on, and shall not exceed, the normal tuition costs for a maximum number of semesters or quarters as listed in Y 24 05-7.

7. **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)*

8. **Summer Sessions** - Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters referred to in Y 24 05-7.

9. Tuition assistance shall be provided for studies through Griggs University and International Academy as per regular policy. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP.) The assistance on both is 35 percent whether or not the student is residing in a school dormitory.

10. **Attending School Outside the Territory** - Assistance may not be granted for children attending schools outside their territory unless exceptions are authorized by the employing organizations.

11. **Attending Schools Outside the NAD** - Children independently attending denominationally owned and operated colleges and universities located outside North America may be granted assistance amounting to 70% of the actual tuition, provided the amount of the assistance is not greater than the amount they would receive if attending their home college.

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

13. **Method of Payment** - Assistance for students enrolled in an academy or college shall be made directly to the school. Organizations providing assistance shall make the appropriate arrangement for students attending elementary schools or junior academies.
14. **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.

15. **Exceptions** - This policy is intended to apply only to employees’ children who attend Seventh-day Adventist denominational schools. Exceptions may be made as follows if approved by the employee’s controlling committee:

   a. Attendance at privately operated Seventh-day Adventist schools if the school is approved by the union board of education.

   b. In cases where an undergraduate-level program of study is not offered in a denominational school in the North American Division, the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in the student’s union.

16. **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 3 above, can be made with Human Resources (additional 2 quarters, maximum).