

CHESTNUT HILL COLLEGE

Subject: Tuition Grant

Policy: 3.18

Effective: October 1, 2009
Revised March 30, 2016
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Contact: CFO & Chief of Staff

Full-time Employees

Full-time employees who have been employed a minimum of 90 days are eligible for an Employee Tuition Grant for classes taken at Chestnut Hill College. Eligible full-time employees may take up to two 3-credit hour (or a total of 6 credit hours) undergraduate courses taken in the School of Continuing and Professional Studies (SCPS) or the School of Undergraduate Studies (SUS) or master's level courses taken in the School of Graduate Studies (SGS) per semester without any tuition charge. For purposes of this Policy, there are three semesters per year – fall, spring and summer. A course taken through the SCPS ACCELERATED program will serve as a course taken during the semester in which the SCPS ACCELERATED session occurs.

Employees will be responsible for any fees, books or supplies costs. Employees may not enroll in classes during their work hours.

Employees who do not remain in the employ of the College for six (6) months following the end of the last class completed will be required to repay the tuition grant for the last semester in which the employee attended a class.

Part-time Employees

Part-time employees who have been employed a minimum of 90 days and work 20 hours or more per week are eligible for an Employee Tuition Grant for classes taken at Chestnut Hill College. Eligible part-time employees may take up to one 3-credit hour undergraduate course in the School of Continuing and Professional Studies (SCPS) or the School of Undergraduate Studies (SUS) or master's level course in the School of Graduate Studies (SGS) per semester without any tuition charge. For purposes of this Policy, there are three semesters per year – fall, spring and summer. If a course is taken through the SCPS ACCELERATED program, it will serve as a course taken during the semester in which the SCPS ACCELERATED session occurs.

Employees will be responsible for any fees, books or supplies costs. Employees may not enroll in classes during their work hours.

Employees who do not remain in the employ of the College for six (6) months following the end of the last class completed will be required to repay the tuition grant for the last semester in which the employee attended a class.

Adjunct Faculty and Coaches

Adjunct faculty members who have taught for three (3) or more consecutive semesters and athletic coaches who have coached in two (2) or more consecutive seasons are eligible for an Employee Tuition Grant as described in the Part-time Employees section of this policy.

Dependent Children of Full-time Employees

Dependent children of eligible full-time employees are entitled to a partial or full Tuition Grant for undergraduate courses in the School of Undergraduate Studies (SUS) and the School of Continuing and Professional Studies (SCPS), as outlined in the table below. Dependent children are defined as those who are declared on the employee’s tax return and are 23 years old or younger.

Employee Eligibility	Tuition Grant
Full-time up to 1 year of employment	none
Full-time after 1 year of employment	25%
Full-time after 2 years of employment	50%
Full-time after 3 years of employment	75%
Full-time after 4 years of employment	100%

The Tuition Grant applies to tuition only; the student is responsible for all fees, charges, books, residential living or other incidental charges. Dependent children receiving the Tuition Grant are not eligible for any other financial aid funded by Chestnut Hill College.

For Dependent Children, the Tuition Grant is limited to eight (8) semesters over a maximum period of five (5) years, which may include the summer semester.

Spouses of Full-time Employees

Spouses of eligible full-time employees are eligible for a partial or full tuition grant toward one undergraduate course per semester in the School of Continuing and Professional Studies (SCPS) or School of Undergraduate Studies (SUS) as outlined in the table below. Eligible full-time employees are those employees who have been employed 90 days or more. The student is responsible for any fees, books or supplies costs.

Employee Eligibility	Tuition Grant
Full-time up to 1 year of employment	none
Full-time after 1 year of employment	25%
Full-time after 2 years of employment	50%
Full-time after 3 years of employment	75%
Full-time after 4 years of employment	100%

Nieces and Nephews of Sisters of Saint Joseph

Nieces and nephews of eligible Sisters of Saint Joseph are entitled to a partial tuition grant for the School of Undergraduate Studies (SUS) or the School of Continuing and Professional Studies (SCPS) as outlined in the table below. Eligible Sisters of Saint Joseph are those who are full-time employees of the College.

SSJ Eligibility	Tuition Grant 1st Niece/ Nephew	Tuition Grant 2nd Niece/ Nephew	Tuition Grant 3rd or higher Niece/ Nephew
Full-time up to 1 year of employment	none	none	none
Full-time after 1 year of employment	25%	18.75%	12.5%
Full-time after 2 years of employment	50%	37.5%	25%
Full-time after 3 years of employment	75%	56.25%	37.5%
Full-time after 4 years of employment	100%	75%	50%

Should the student be awarded Chestnut Hill College scholarships or grants that exceed the discount, the scholarships or grants will replace, not supplement, the SSJ Tuition Grant.

The Tuition Grant is limited to eight (8) semesters over a maximum period of five (5) years, which may include the summer semester.

Admissions and Registration Procedures

The [Chestnut Hill College Tuition Grant Application Form 5.10](#) must be completed and submitted to the Human Resources Office each semester at the time of course registration. All employees, dependent children and/or spouses must follow the College's normal admissions and registrations procedures for the program in which they are enrolling.

Enrollment is on a space available basis only, however, enrollment in a specific class will be denied only once.

Tuition Grant Exclusions

- ◆ Private lessons are not included in this benefit.
- ◆ There is no School of Graduate Studies (SGS) tuition grant for employee spouses or dependent children.
- ◆ There is no doctoral level tuition grant for employees, their spouses or dependent children.
- ◆ The Employee Tuition Grant applies only to tuition charges. All books, fees, fines, residential living or other incidental charges are the sole responsibility of the employee, dependent child or spouse.
- ◆ The Employee Tuition Grant only applies to classes taken at Chestnut Hill College.

Inclusion in Gross Income of Benefits Received under the Tuition Grant Program

Employees that receive tuition waivers for graduate level courses under the College's Tuition Grant Program are subject to tax on the benefits they receive if such benefits exceed \$5,250 during any academic year. [See Policy 3.21 Tax Reporting and Withholding Requirements for Tuition Remission and Tuition Exchange Benefits.](#)