

# Employees' or Spouse/Partner At Smith

## Tuition Benefit Policy

### Application Deadlines:

Fall Semester:	All Employees	August 15th
Spring Semester:	All Employees	December 1st

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**Eligibility:** If you are employed in a regular, limited-term of half-time or more, you are eligible to receive tuition assistance for Smith College courses. If you work less than half-time or hold a temporary position, you are not eligible.

**Waiting period:** You must complete **one full year** of consecutive service at the college prior to participation in this plan. If you satisfy the one-year service requirement by the first of the month following the start of classes, you will be considered to have satisfied the service requirement for that semester.

**Eligibility of courses:** Providing the other terms of this plan are met, tuition charges will be waived for any Smith College undergraduate or graduate course provided that there is space available in the class and the instructor gives his/her approval to enroll. Tuition assistance under this plan is not available for the following:

- non-Smith courses (except for Five College courses taken by Smith degree candidates)
- School for Social Work courses
- courses in which the instructor is paid on the basis of the number of students registered in the course (e.g. musical instrument instruction)

**Tuition Waiver - Additional fees/costs:** Once your tuition application has been received by the Office of Human Resources, a pending credit will show on your tuition bill for the course(s) that you have registered for. If you add or drop a course, you must notify the Office of Human Resources at x2273 so that the pending credit may be adjusted. The tuition waiver credit will not actually be applied to your tuition bill until after the add/drop date for that semester. There is no charge for the usual application and registration fees. However, you are responsible for paying for all other fees (e.g., laboratory fees, late fees, music performance fees, etc.), books and other course materials costs.

**Spouse/Partner tuition-free courses:** If the employees' spouse or partner is a degree candidate, at Smith or elsewhere, s/he may enroll in an unlimited number of Smith College courses (assuming the spouse or partner is making satisfactory progress toward attaining his or her degree). Spouses and partners who are taking courses "for interest only" may enroll in up to a total of four courses or 16 credit hours per academic year, whichever is more.

**Employees' tuition-free courses:** If you work full-time you may enroll in up to two Smith courses or 8 credit hours per semester tuition-free, although only one course may be taken during work hours. Part-time employees may enroll in either (1) one course or 4 credit hours per semester tuition-free; or (2) two courses per semester with a prorated tuition waiver (i.e., there will be some cost for each course).

If, in the judgment of the department head and Human Resources, a course is "job-related," you may be granted excused time of up to four hours per week to attend one course, which meets during your work hours. A "job-related" course is defined as one in which the course content is of direct and significant assistance to you in the performance of your present duties and responsibilities in the department in which you currently work. Job-relatedness is determined on a course-by-course basis. Time off from work to attend a course, whether on an excused or make-up time basis, will be granted at the discretion of the department head based on the workload and schedule in the department and will not exceed four hours per week. Interruption or rearrangement of work hours will be granted for only one course per semester.

**Enrollment Procedures:** Unless you are enrolled as a degree candidate in the Ada Comstock Scholars program or in a Smith graduate degree program, enrollment will be conditional based on space availability after traditional student enrollment has been completed. If you wish to enroll as a candidate for a Smith undergraduate or graduate degree you must make application to and be accepted by the Ada Comstock Scholars Program or the Graduate Study Office. All tuition assistance for employees who are enrolled in degree programs is covered under this plan; additional financial aid is not available. Once your tuition application has been received by the Office of Human Resources, the Office of the Registrar will be notified to send you a registration packet. If you add or drop a course, you must notify the Office of Human Resources at x2267 so that your tuition benefits record can be updated.

**Tax issues:** Please consult with Human Resources regarding current legislation on the taxability of tuition benefits.

**Questions:** For questions regarding this tuition plan, please refer to the full description in your handbook or contact the tuition benefits administrator in Human Resources at x2273.

## Tuition Benefit Application

**Employees' or Spouse/Partners Taking Courses @ Smith**
**SECTION 1 = Employee Information**

 Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 Department: \_\_\_\_\_ Campus Ext: \_\_\_\_\_

**SECTION 2 = Spouse/Partner Information** (if applicable)

Spouse/Partner Name: \_\_\_\_\_ Smith ID: \_\_\_\_\_

**SECTION 3 = Course Information**

- I am an Ada Comstock Scholar enrolled as a candidate for a Smith College Undergraduate Degree.  
 I am enrolled as a candidate for a Smith College Graduate degree.  
 I am enrolled as a candidate for a degree at another institution which will accept these course credits.  
 I am taking courses that interest me, but I am not enrolled in a degree program.

Term Applying for?      \_\_\_ Fall      \_\_\_ Spring

Course Title: _____	Course Number: _____	Credits: _____
Course Title: _____	Course Number: _____	Credits: _____
Course Title: _____	Course Number: _____	Credits: _____
Course Title: _____	Course Number: _____	Credits: _____

**\* Note: If there is any change in your course election for this term, you must notify HR.**

**SECTION 4 = Supervisor/Department Head Approval** (not required for Spouse/Partner taking courses)

Course Starts: \_\_\_\_\_ Ends: \_\_\_\_\_ Day/Times of Classes: \_\_\_\_\_

Job Related Course: \_\_\_\_\_ Not Job related: \_\_\_\_\_

Time off to attend this course during regularly scheduled work hours is granted as:

- Release Time  
 Make-up Time  
 Time off approval not applicable (*this course meets outside of regular work hours*).

**The above named employee has my approval to attend the course designated on this form.**

Supervisors Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 5 = Human Resources**

BNF Elg Date: \_\_\_\_\_ Bnf FTE: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Fall	
Spring	

\$ _____	\$ _____	
<b>Non-Taxable</b> Tuition Amount (E16)	<b>Taxable</b> Tuition Amount (E15)	

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_