TUITION PROGRAM SUMMARY
FOR ELIGIBLE EMPLOYEES AND DEPENDENTS

Lafayette College provides tuition benefit programs to assist full-time benefit-eligible employees with the cost of their eligible dependents' post-secondary education. Lafayette's tuition benefit program for employees' dependents' full-time study includes Lafayette Tuition Remission, The Tuition Exchange, Inc., and Tuition Grants. The part-time tuition program for eligible employees and spouses includes coursework at Lafayette College or through the LVAIC program. Detailed information about these programs, eligibility, and plan administration can be found in the following summary document.

Lafayette College reserves the right to discontinue or change the Program anytime. Interpretation of the Program is within the sole discretion of Lafayette College.

I. TUITION BENEFITS FOR QUALIFIED DEPENDENTS

A. Program Definition

Lafayette College provides tuition benefit programs to assist full-time benefit-eligible employees with the cost of their eligible dependents' post-secondary education. Lafayette's tuition benefit program encompasses full-time study: Lafayette Tuition Remission, The Tuition Exchange, Inc., and Tuition Grants. The Tuition Program benefits provide for a maximum of eight (8) semesters of undergraduate study, plus three additional courses to be taken at Lafayette during Interim or Summer.

Tuition Remission

Tuition Remission is the waiver of tuition and standard fees for enrolling and taking courses at Lafayette College. Eligibility for tuition remission does not guarantee acceptance into the College.

Tuition Exchange

Lafayette College is part of the Tuition Exchange Program (TE), which is administered in coordination with **The Tuition Exchange, Inc.** TE is a non-profit organization that provides a method of allowing qualified dependents of employees to participate in full scholarships at other participating TE institutions. Each institution participating in the TE program sets its own program administration rules within the Tuition Exchange, Inc. guidelines. As a result, while dependents of employees who meet the eligibility requirements are eligible to apply for TE, there is no guarantee of acceptance into the Program.

TE is a competitive process. Applicants need to inquire about individual TE application dates and procedures at all institutions where the dependent is considering applying to and potentially enrolling. The value of the TE scholarship **is the institution's tuition or the annual set rate**. TE funding may include federal and state grant dollars, any institutional scholarships, and merit or need-based institutional grants. Information about the Tuition Exchange Program and participating institutions can be found at: https://www.tuitionexchange.org/

TE typically begins with the first year of attendance. However, applications may be submitted during subsequent years if TE was not granted in the first year. Eligibility must be maintained for the entire semester.

Tuition Grant

Lafayette College provides up to 50% of the total cost of Lafayette's tuition and fees to eligible employees' dependents who matriculate and attend an accredited institution in pursuit of an initial undergraduate degree. Qualifying institutions of higher education must be accredited by a regional or professional accrediting agency.

Trade and Vocational schools are also covered under the Tuition Grant Program. Trade and Vocational schools must be certified, accredited, or licensed.

The Tuition Grant Program provides for a maximum of eight (8) semesters of undergraduate study attended full-time. Institutions that divide their academic year into three or four parts (i.e., trimesters or quarters) rather than the traditional two-semester schedule, will receive grants for the full academic year equal to two (2) semesters at 50% of Lafayette's cost of tuition and fees.

A student may choose to go part-time under the program. However, any semesters attended as part-time, including summer programs or enrolling in one course, will count as one of the eight (8) semesters or equivalent.

B. Full-Time Employee Eligibility

Dependents are eligible if, on the date of enrollment, at least one parent is a full-time employee at Lafayette College and will have continuous full-time service on the College's payroll, according to the following durations:

Tuition Exchange: Two (2) or more years
Tuition Remission: Five (5) or more years
Tuition Grant: Ten (10) or more years

Continuous service will include part-time positions held at Lafayette, but only full-time service is used in the calculation for eligibility. Service is calculated based on the hire date for the first full-time position to which the employee was appointed.

Previous full-time employment at other institutions of higher education will be counted towards meeting the service requirements applicable for Tuition Remission or Tuition Exchange as defined above, provided the employment was immediately preceding* the employee's employment at Lafayette College. Previous employment at other institutions of higher education will not be counted towards the Tuition Grant program.

Tuition Program benefits are not available to temporary or part-time employees, interns, or their dependents.

** Pre*vious higher education employment must be in a full-time capacity, and with a gap of no more than three (3) months.

Tuition Remission and Tuition Exchange

On the date of enrollment, at least one of the parents is a full-time employee at Lafayette College and has employment eligibility as defined above.

Tuition Grant

- On the date of enrollment, at least one parent is a full-time employee at Lafayette College and has employment eligibility as defined above.
- For two (2) eligible parents, the total tuition grants the two (2) employees can receive together for an eligible dependent will be up to 100% of Lafayette's tuition (50% for each eligible employee).
- The Tuition Grant Program is limited to a maximum of three (3) dependents per family throughout the employees' employment with Lafayette College.

Prorating - Remission and Grant

If the employee has an anniversary date of employment that is on or after the beginning of the academic term for the dependent, then the benefit may be prorated. Only tuition grants and tuition remission are eligible for prorating. Tuition Exchange may not be prorated.

- Where the date of employment is before or within two weeks past the first day of classes, then the full benefit will be paid.
- Where the date of employment is over two weeks past the first day of classes, the benefit will be prorated equal to the number of full weeks left in the term divided by the total number of weeks in the term. The reciprocal of the result will be used to calculate the benefit in the final term of eligibility.

Additional Courses

Each dependent who qualifies for Lafayette Remission or the Tuition Grant under the eligibility requirements stated previously can take up to three (3) courses at Lafayette. Enrollment is subject to space availability and may not displace a regular full-time Lafayette student. The additional three (3) courses must be taken at Lafayette; courses taken at other institutions are not eligible under the tuition program. These additional courses may be taken during the dependent's regular eight (8) semesters of course study and are not counted towards the eight (8) semesters per the dependent's limit. A separate application is required for part-time sessions.

High school dependents are permitted to take courses at Lafayette College as long as the employee is eligible for Lafayette Remission Program or the Tuition Grant, even if the dependent is not currently participating in the tuition program. There are no restrictions on which semesters high school dependents can enroll in; however, enrollment is subject to space availability.

Deceased, Retired, or Totally Disabled Employees

Benefits under the tuition program continue to be available to your spouse and dependent child(ren) if you should become totally disabled or are deceased after completing ten (10) years of service, or retire after age 55 with ten (10) years of continuous eligible service.

The guidelines that are in place for active employees to qualify for the Tuition Program will also apply to disabled, deceased, and retired employees.

Dependents born or adopted after an employee's retirement, death, or disability are not eligible for tuition benefits.

Leaves of Absence

Approved leaves of absence that do not lead to a break in service shall be included in calculating overall service eligibility.

C. Dependent Eligibility

The Tuition Program is available to all dependent children of eligible employees who meet the requirements set out in this section. Access to the tuition benefit does not imply or guarantee that the employee's dependent will be admitted to their selected institution.

To be considered a dependent for the purposes of the Tuition Program, the dependent must be:

- Natural-born child of the employee, or
- Legally adopted before age 11.
- Children must be under the age of 25 at the beginning of the semester to be considered eligible.

Special Exceptions

Any benefits provided as an exception will likely be taxable as they are being provided outside the normal grant, exchange, or remission eligibility guidelines.

Military

An exception to the age limitation (up to age 25) will be available for employees' dependents who have served the nation in the military when the dependents were eligible for the tuition benefit. The exception will only be available when the dependent served in the military before age 25 and only for the remaining eligible semesters. To qualify for the military exemption, the employee must submit:

- a letter requesting the exception, and
- proof of military service and intent to continue education.

Qualifying Disability

For certain dependents with a disability, possible exceptions to the full-time student requirement and the eight-semester (8) limit requirement are possible with the following procedures:

- The employee must submit a letter requesting the modification; and
- Provide documentation from the dependent's doctor, healthcare provider, or any social service program or agency that can verify the dependent's disability.
- Recommended accommodations related to the full-time status and/or eight-semester timeline and/or age limitation.

For the purposes of this policy, the term qualifying disability means a physical or mental impairment that substantially limits one or more of the major life activities.

D. Exception Process

Any employee requesting an exception from the rules and guidelines set out in this program must put their request in writing to the Office of Human Resources. Any exceptions approved by the College may be considered taxable earnings, and your pay may be adjusted to account for these taxes.

E. Tax Implications

The tuition program is designed as a qualified tuition reduction arrangement under IRC section 117(d). Lafayette College makes no representation, warranty, or guarantee of any federal, state, or local tax implications of participation in the program to the employee.

- Tuition benefits provided under this program may be taxable if exemptions to the program are granted that are outside the eligibility guidelines provided.
- Employees are encouraged to consult with their tax advisors regarding tuition benefits taxation if the child may lose dependent status per the IRS guidelines.

F. Plan Administration

Questions of interpretation of the tuition program and exceptions will be addressed by the Office of Human Resources.

G. Applications

To assist Lafayette College in financial planning for the allocation of sufficient funds to the Tuition Program, employees who plan to participate in this Program are requested to provide an application to the Office of Human Resources, Human Resources Business Partner, Operations and Employee Programs, no later than December 31 of the prior year of attendance. Tuition Program applications must be completed for consideration into the program. Applications may be found at https://hr.lafayette.edu/forms/#tuition.

H. When Benefits End

Eligibility for tuition benefits ends under any of the following:

- When the dependent has reached the maximum number of semesters of undergraduate study.
- When the dependent turns 25.
- When the employee has terminated employment with Lafayette, subject to the rules governing retirement, death, and disability.

I. Payment

Tuition Remission

Lafayette Tuition Remission will be credited through Student Accounts when an application has been made, employment and dependency verified, and the dependent accepted into Lafayette. Remission covers Lafayette tuition and standard fees. All other fees, including but not limited to, room and board and class-specific fees are not covered under this program.

Tuition Grant

For tuition grants to be paid, an invoice must be provided to the Human Resources Business Partner, Operations and Employee Programs via email. It is the responsibility of the employee or dependent to ensure invoices are provided in a timely manner for approval. Invoices must include:

- Breakdown of tuition and fees
- Student name and ID
- Name of attending institution, and address to remit payments

The Tuition Administrator will calculate the amount of grant, exclusive of any aid, to be paid on a semester, trimester, or quarter basis, not to exceed 50% of Lafayette College's tuition and standard fees in any given academic year (exception only for two qualifying employees). The calculation is based on tuition and fees only and does not take into account aid, scholarships, room and board, health insurance or fees, or any class or institution-specific fees.

Tuition grants are payable directly to the institution.

Tuition Exchange

An agreement for Tuition Exchange is made with the attending institution. Eligibility must be maintained for the entire semester. Tuition invoices are paid directly to the attending institution.

J. Reimbursement

Lafayette reserves the right to seek reimbursement of a tuition grant paid if an eligible employee terminates employment and eligibility for the tuition grant ceases.

II. TUITION EXCHANGE BENEFITS FOR PART-TIME, FTE EMPLOYEES QUALIFIED DEPENDENTS

Part-time employees' dependents are eligible if, on the date of enrollment, at least one parent is a part-time, FTE employee at Lafayette College and will have had continuous part-time service on the College's payroll, according to the following durations:

- Tuition Exchange: Five (5) or more years
- All other Tuition Exchange policies and requirements as noted above apply.

Tuition Remission and Tuition Grant Benefits are not available to temporary or part-time employees, interns, or their dependents.

III. PART-TIME TUITION REMISSION PROGRAM FOR EMPLOYEES AND SPOUSES

Part-time tuition remission at Lafayette College is available to full-time benefit-eligible employees and their spouses.

A. Part-Time Tuition Remission at Lafayette College

Full-time benefit-eligible employees who are on the payroll of Lafayette College and their spouses may be eligible to take credit-bearing or audited courses at Lafayette College without tuition payment.

Part-Time Tuition Program benefits are not available to temporary or part-time employees, interns, or their dependents.

B. Eligibility

- Immediate participation in the Part-Time Tuition Remission Program is available to full-time benefit-eligible employees and their spouses. Full-time employees are eligible to enroll in up

to two (2) undergraduate courses per semester at Lafayette College. Spouses of full-time employees are eligible to enroll in an unlimited number of undergraduate courses per semester at Lafayette College.

- Full-time union employees and their spouses are eligible to participate in the Part-Time Tuition Remission Program after the employee has completed three (3) months of employment. Once the three (3) month waiting period is complete, full-time union employees are eligible to enroll in up to two (2) undergraduate courses per semester at Lafayette College. After three (3) years of full-time service, spouses of full-time union employees are eligible to enroll in an unlimited number of undergraduate courses per semester at Lafayette College.

C. Application

- As a part-time student, eligible employees and spouses are limited to two courses per semester.
- The employee/spouse/domestic partner may not register for a course if this prevents the enrollment of a regular tuition-paying student.
- Applications are required for each semester in which the employee/spouse/domestic partner attempts to enroll in courses. Applications are available on the Human Resources website at:
- https://hr.lafayette.edu/forms/#tuition
- Registration for course(s) must also be made through the Admissions Office.

IV. LVAIC CROSS-REGISTRATION POLICY FOR EMPLOYEES AND SPOUSES

Part-time tuition remission through the LVAIC program is available to eligible full-time employees and their spouses.

A. LVAIC Cross Registration Policy

Lafayette College provides immediate eligibility for full-time employees, spouses, and qualified retirees. Full-time employees, spouses, and qualified retirees may enroll in up to two (2) undergraduate courses each semester, Fall, Spring, and Summer, and up to one (1) undergraduate course in the summer semester, at any LVAIC institution tuition-free subject to space availability. Any special fees normally charged by the host institution to its employees or their spouses will also be charged to employees or their spouses of the other member institutions. Colleges included in the Association are Muhlenberg College, DeSales University, Lafayette College, Moravian College, Lehigh University, and Cedar Crest College.

B. Application

Eligible employees and spouses must complete the LVAIC Cross-Registration form found on the Human Resources Website: https://hr.lafayette.edu/forms/#tuition. The form is routed to the Office of Human Resources, Tuition Coordinator for approval before being routed to the Registrar's office, which will register the employee or spouse/domestic partner for the course(s) with the host institution.

Employees and Spouses must also complete the Cross-Registration form if dropping a course.