**Tuition Benefits Policy**

Norwich University provides various tuition benefits to regular employees who are scheduled to work 30 or more hours per week, to ROTC staff (active duty and full-time civilians), to their spouses, and to their eligible dependent children, according to the below tables:

**Residential Undergraduate & Graduate Courses** and **Online Courses Offered by Residential Faculty\***

|  |  |
| --- | --- |
| **Employee**  or  **ROTC Staff** | Employee – up to 6 credits per semester with no tuition cost, normal tuition costs beyond that; must have supervisor approval; can miss up to 3 hours of work each week (must make up work hours if more than 3 hours are missed during the week)  ROTC – no credit limit or work hour restriction unless imposed by Commanding Officer  Employee/Staff responsible for all fees and taxes  NO WAITING PERIOD |
| **Spouse of**  **Employee** or  **ROTC Staff** | No credit limit; no tuition costs  Employee/Staff responsible for all fees and taxes  NO WAITING PERIOD |
| **Dependent Child of Employee** or  **ROTC Staff** | No credit limit; no tuition costs  Employee/Staff responsible for all fees and taxes  NO WAITING PERIOD |

\*Online courses by residential faculty are those offered by the College of Liberal Arts, the College of National Services, the College of Professional Schools, and the College of Science and Mathematics, generally to students enrolled in Study Away/Study Abroad programs or summer studies.

**Online Undergraduate & Graduate Programs** (College of Graduate and Continuing Studies)

|  |  |  |
| --- | --- | --- |
|  | **Undergraduate** | **Graduate** |
| **Employee**  or  **ROTC Staff** | No credit limit  Employee/Staff responsible for all fees and taxes, including an online management fee  NO WAITING PERIOD | No credit limit; no tuition charge  Employee/Staff responsible for all fees and taxes  ONE YEAR EMPLOYMENT IN A BENEFITS-ELIGIBLE POSITION REQUIRED (or one year with the ROTC unit); may pay full cost of courses to avoid the one-year wait.  Enrollment is based on course availability & paying student enrollments; employee may be waitlisted, but may pay a one-credit tuition cost per seminar for the duration of the program plus course fees to avoid being waitlisted.  Employee paid 2.5 days of leave during Residency Week |
| **Spouse of**  **Employee** or  **ROTC Staff** | May enroll under the same provisions as their spouse | May enroll under the same provisions as their spouse |
| **Dependent Child of Employee** or  **ROTC Staff** | May enroll under the same provisions as their parent | Not eligible |

**Norwich PRO**

|  |  |
| --- | --- |
| **Employee** | University employees only  No cost  Enrollment is contingent on course availability and paying student enrollments |
| **Spouse of**  **Employee** | Not eligible |
| **Dependent Child of Employee** | Not eligible |

**Tuition Exchange Programs**

Norwich University participates in two tuition exchange programs. Both exchange programs are offered to college-age dependents of benefit-eligible employees. This benefit is not offered to spouses, ROTC personnel, dependents of ROTC personnel, or employees themselves.

Norwich University assumes no liability for educational expenses under these programs. The students and parent(s) assume liability for all expenses not covered by these programs, which may include room and board and other fees established by the host institution. Benefits under these programs are not guaranteed and may be revoked by the host institution at its discretion and Norwich assumes no financial liability in this instance.

Scholarships are provided only for undergraduate education toward an initial baccalaureate degree, normally an 8-semester program. Continuance of the scholarship is dependent upon the student meeting the academic requirements of the host institution, remaining a dependent of the employee, and formally applying each year for continuance of the scholarship.

Access to these programs ends when the employee ceases qualifying employment. In the event employment ends after a term begins, the student will be permitted to continue until the end of the term. In the event employment ends due to retirement, death, or disability after the beginning of an academic year, the student will be permitted to continue until the end of that academic year.

Norwich University retains the right to discontinue either of these programs at any time, but will strive to allow current scholarship recipients to complete the normal period of the scholarship under the same terms and restrictions as if the University’s participation had continued.

Council of Independent Colleges Tuition Exchange Program (CIC-TEP)

* A tuition exchange for hundreds of college and universities throughout the country ([www.cic.edu](http://www.cic.edu)).
* The dependent child is responsible for applying to and being accepted into the institution(s) of their choice, completing all admission requirements and submitting financial aid information as needed; any financial aid awards the child receives must be submitted to the host school.
* The employee should apply for the tuition exchange through the Norwich University Human Resources Office between September 1-30 in the year before the child starts college.
* Selection for the scholarship is made by the hosting institution, not Norwich University.

Tuition Exchange Program (TEP)

* A tuition exchange for nearly 700 institutions throughout the country ([www.tuitionexhange.org](http://www.tuitionexhange.org)).
* Selection for the program is based on benefit-eligible length of service and prior enrollment of children in the program (in the event of a tie in years of service, a lottery will select the recipient). The number of scholarships “exported” to other institutions is determined annually by the Director of Human Resources.
* The employee must have five (5) years of benefit-eligible service with Norwich to qualify for this exchange.
* The dependent child is responsible for applying to and being accepted into the institution(s) of their choice, completing all admission requirements and submitting financial aid information as needed; any financial aid awards the child receives must be submitted to the host school.
* The employee should apply for the tuition exchange through the Norwich University Human Resources Office between September 1-30 in the year before the child starts college.
* There are very few recipients each year, so if applications exceed vacancies, a wait list is established.

Child dependents must meet all five IRS dependency rules:

1. The child must be the employee’s son, daughter, stepchild, foster child, brother, sister, half-brother, half-sister, stepbrother, stepsister, or a descendant of any of them;
2. The child must be (a) under age 19 at the end of the year and younger than the employee (or employee’s spouse, if filing jointly), or (b) under age 24 at the end of the year, a student, and younger than the employee (or employee’s spouse, if filing jointly), or (c) any age if permanently and totally disabled;
3. The child must have lived with the employee for more than half of the year;
4. The child must not have provided more than half of his or her own support for the year;
5. The child must not be filing a joint return for the year (unless that return is filed only to get a refund of income tax withheld or estimated tax paid).

If the dependent child does not meet the IRS dependency rules, the employee may still enroll the child in specified programs until they reach age 24. However, the employee is responsible for the taxes associated with this benefit.