

Franciscan Missionaries of Our Lady University			
Policy Manual:		Section:	
Title:	Non-University FMOLHS Employee Tuition Discount	Policy Reference #:	
		Supersedes #:	
Date of Origination:		Last Review Date:	
Last Revision Date:		Owner:	

## **I. PURPOSE**

Provides guidelines to determine eligibility of a non-University FMOLHS employee for a tuition discount on undergraduate coursework at Franciscan Missionaries of Our Lady University.

## **II. APPLIES TO**

Non-University FMOLHS full-time employees (a separate tuition discount policy applies to FranU employees)

## **III POLICY**

A non-University FMOLHS employee is eligible for a 50% tuition discount beginning on the first day of the semester following completion of one year of full-time employment. The employee must be admitted or enrolled as an undergraduate student. The discount may not be combined with other institutional discounts or scholarships, but does not prevent the employee from seeking tuition reimbursement through HR. The discount applies to tuition only; fees and other expenses are not included in this policy. To maintain eligibility for the discount, the employee must be in good academic standing and maintain full-time employment with FMOLHS.

## **IV RESPONSIBILITY**

Responsibility for ensuring compliance to this policy is the HR Business Partner and the Director of Financial Aid.

## **V. PROCEDURE**

- To establish initial eligibility for the discount, the employee must submit the Non-University FMOLHS Employee Tuition Discount Form and all required documentation specified on the form to the HR Business Partner. They will confirm that the employee has completed at least one year of full-time employment

at FMOLHS. The priority deadline for submission is two weeks prior to the published tuition and fee payment deadline for the first semester of eligibility.

- For the discount to be applied each semester thereafter, the employee must submit their most recent paystub as of the published tuition and fee payment deadline to the Office of Financial Aid. OFA will confirm that the employee remains in good academic standing.
- If the employee's status changes to less than full-time or they are no longer employed by FMOLHS, the employee will not be eligible for the discount for semesters beginning after the date of change in employment. The employee's eligibility for the discount will be suspended if they are not in good academic standing. If all other conditions for the discount continue to be met, it may be reinstated the semester following the semester the employee regains good academic standing.

## **VI REFERENCE**

Reviewed:

**Approved by:**

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