



FAMILY TUITION DISCOUNTS – EMPLOYEES

POLICY

1. Sherman College provides certain tuition discounts for the families of its employees. Such discounts are based on years of service and level of employment and are detailed below:

Spousal Discount - Employee spouses are eligible for the following discounts:

	After 3 yrs. of Service	After 6 yrs. of Service
Level I Employees	50%	100%
Level II Employees and Faculty Members	25%	50%
Level III Employees	25%	50%

Children Discount - Children of full-time employees are eligible for discounts based on the following schedule:

Yrs. of Service	Discount
3	30%
5	50%
7	75%
10	100%

2. For eligibility purposes, college service must be continuous and will be that period during which the employee served the college as a full-time compensated employee. Exceptions to "continuous" are: authorized leave of absence(s), sick and annual leave, sabbatical(s), and will not be counted as a break in service.
3. Should an employee's child, who having been awarded this discount, withdraw from the college and become otherwise entitled to receive a refund in accordance with the refund policy, that child shall receive the applicable percentage of actual tuition paid to the college.
4. Prior to the approval of a tuition discount, the employee or child applying must first provide the Business Office with a copy of a birth certificate, adoption papers, or other documentation to determine eligibility.



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5. Any student receiving this tuition discount will be liable for the payment of fees. These fees shall include but are not limited to; late fees, laboratory fees, student activity fees, graduation fees, parking fees, etc.
 6. If an employee is separated from college employment for any reason, with the exception of death while employed at the college, the child shall cease to be entitled to the discount at the conclusion of the academic quarter during in which the separation occurred except as noted below regarding the Golden Year permanent entitlement.
 7. Should an employee's job classification change for any reason, the discount percentage change will become effective for the subsequent quarter. If the change takes place on the first day of an academic quarter, the allowable percentage will be that of the new position.
 8. For eligibility purposes of this policy, a child is defined as being a natural born child, legally adopted child, foster child or step-child.
 9. Permanent Entitlement - Once an employee reaches 30 years of continuous service, his/her children may be permanently entitled to a 100 percent tuition discount. This discount shall apply only if the employee became permanently disabled, retired after age 65 or upon death of the employee. Additionally, children of an employee who dies while employed by the college shall be permanently entitled to the applicable discount based on years of service.
 10. Any tuition discount allowed under the conditions prescribed herein shall be singular and shall not be in addition to any other tuition discount or scholarship allowed.