TUITION BENEFITS

FULL TIME STAFF

Bloomfield College encourages any staff member to enroll in Bloomfield College undergraduate classes. Those eligible as stipulated below will be granted full tuition beyond any student financial aid. Eligibility is subject to the four restrictions below:

• The employee must possess the requirements for admission to the College and be admitted as a regular student. The employee must also maintain good standing and satisfactory progress. For the purposes of this program, “satisfactory progress” is interpreted to mean receipt of grades of C or better in earlier courses.

• This benefit applies to tuition only: any and all associated fees are the responsibility of the employee.

• Courses may not be taken during working hours associated with the employment position (including the lunch hour). Exceptions are only possible during the last academic year before graduation (if a course required for graduation is not taught at any alternative time).

• Courses may only be taken on a space available basis. In order to accommodate our regular students, registration must take place at the end of the normal registration period.

To be eligible for this benefit, the staff member must be employed at the beginning of a term of study. The tuition benefit does not include health insurance fees.

Employees need not apply for financial aid to receive this benefit. However the financial aid office is available to help apply for funds which could help pay for books, supplies and fees beyond the cost of tuition up to the amount of 7% of the total semester's tuition cost. Refunds are not given for unused portions of the benefit.

Independent Studies are available for a reduced rate for full time employees in need of the course for graduation. (Please see Human Resources for details).

This benefit does include courses needed to obtain a teacher's certificate.

SPOUSE, SAME-SEX DOMESTIC PARTNER OR LEGAL DEPENDENTS

Dependents are also eligible for a full tuition benefit after a staff member has completed one year of full-time employment. (This includes staff members who are on 10-month appointments during the academic year.) A dependent is defined as an individual under the age of 25 who is listed as a deduction on tax form 1040. A copy of
the most recent 1040 tax form may be required. Eligible dependents must pay all associated fees. This benefit does not include non-credit courses.

A spouse or dependent who has been admitted to Bloomfield College as a regular full time student seeking a first undergraduate bachelor's degree may pursue that degree on a tuition-free basis. Such a student is not subject to the “space available” restriction.

This benefit applies to tuition only; any and all associated fees are the responsibility of the employee.

Employee dependents need not apply for financial aid to receive this benefit. However the financial aid office is available to help apply for funds that could help pay for books, supplies and fees beyond the cost of tuition up to the amount of 7% of the total semester's tuition cost. Refunds are not given for unused portions of the benefit.

A. This benefit does not cover affiliated programs on other campuses.
B. Audit and Life Learning Assessment fees are considered tuition for the purpose of this benefit.

**PART-TIME STAFF**

A part-time employee may take undergraduate *Credit* courses at Bloomfield College on a reduced tuition basis as follows:

**FOR YOURSELF:** After three months of employment, providing your schedule allows you to work a minimum of 20 hours per week/1,000 hours per year, you may take one (1) course per semester (fall, spring, summer).

**FOR YOUR SPOUSE, SAME-SEX DOMESTIC PARTNER & LEGAL DEPENDENTS:** Upon your completion of one full year of employment, one (1) course per semester (fall, spring, summer) is allowed. Eligible dependents must be below the age of 25 and must pay all associated fees. This benefit does not include non-credit courses.

Courses may only be taken on a space available basis. In order to accommodate our regular students, registration must take place at the end of the normal registration period.

**GRADUATE (MASTER'S) PROGRAM TUITION ASSISTANCE**

Tuition assistance for graduate courses towards a Master's degree may be available for those individuals who have been employed by the College on a full time basis for a minimum of (1) year. Applications may be obtained from the Human Resources Office. Courses must be at a graduate level at an accredited institution and must not conflict with the employee's working hours. Maximum assistance is $1,000 per semester. Applications are due by December 1st for Spring semester and August 1st for Fall semester.

Revised – 11/17/2009
EMPLOYEE
TUITION BENEFIT REQUEST FORM

Full Time & Part Time Employees

STEP 1
A. Please have this Request Form verified that you are eligible to take classes – Knox Hall, Human Resource Dept. *

Employee Name________________________ Dept. ________________
________________________ Date ________________ #Crs. _____

Janice Cecere, HR

STEP 2 – Apply at the Office of Admission (One Park Place) if you are not currently enrolled as a student.

STEP 3 – Advising Office to register for classes

STEP 4 – Supervisor signature
Supervisor's are reminded that it is College policy not to allow employees to attend classes during their normal work hours or lunch hour.

STEP 5 – Bursar’s Office for clearance and class schedule.

STEP 6 – Form and class schedule to Human Resources.

STEP 7 – Any exceptions to the College’s policy must be approved by Dr. John G. Cross.

*Adjuncts will need to have verification from the Academic Affairs Office.

________________________ Date ________________

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OVER
STEP 1

Human Resources verifies eligibility

Employee Name_____________________ Dept.__________

Date of Hire_____________________

Position________________________

Dependent Name_________________ DOB__________
(Dependents are eligible up to the age of 25).

Janice Cecere ___________________ #Courses__________

Date________________________

STEP 2 - If you are not currently enrolled as a student, you must apply at the Office of Admission (One Park Place)

STEP 3 - Advising Office to register for classes

STEP 4 - Supervisor signature ___________________________

STEP 5 - Approved form to Business Office for clearance.

STEP 6 - Form and class schedule to Human Resources.

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