

PURPOSE: TO PROVIDE INFORMATION TO BRENAU EMPLOYEES ON AVAILABLE FRINGE BENEFITS.

A. TUITION WAIVER PROGRAM

1. Subject to the availability of space, faculty and staff members working half-time (See Guideline 2-03 for definition of personnel status) or more, and members of their immediate families (spouse and children), may qualify for a tuition waiver to attend Brenau University. The amount of tuition waived is determined by the employee's work status, (i.e., half-time personnel receive half tuition waived).
2. Eligibility commences with the school term beginning after completion of six months of employment and will apply only to students who have met the requirements for admission.
3. The tuition waiver form must be completed prior to initial registration and submitted to the Director of Human Resources for approval (and for each semester a class is taken).
4. The tuition waiver cannot be used for courses repeated unnecessarily or for courses not specifically required for their degree (including auditing a class).
5. Class attendance during working hours: Employees are not permitted to enroll in courses that cannot be completed through attendance during other than normal working hours.
6. Fees: Technology fees associated with each semester of coursework taken will be paid in proportion to hours worked (for employees only). Employees will receive the technology fee waiver. Laboratory fees, studio fees, graduation fees, books, study-abroad programs, etc. are excluded from the tuition waiver (for both employees and family members). The employee is responsible for paying the deposit for dependents (applies only to the Women's College day program), which is non-refundable. Payment plans for the deposit may be worked out with the HR Office.
7. Obtaining a second degree (either undergraduate or graduate) will need to be approved by Executive Vice President/CFO and the Provost & VPAA (via a letter of justification of why you wish to obtain a second degree and what your plan will be in the future once you obtain the second degree). Letters should be sent to the Human Resources office.
8. A separate email and blackboard account will be created for each employee taking coursework (i.e., the employee will essentially have two accounts; one student account, and one employee account).

UNDERGRADUATE PROGRAMS:

1. Application for the Georgia Grant and/or HOPE Scholarship is required for employee, spouse, and children. Specific eligibility will be determined by the Financial Aid Office. Please contact that office for instructions on how to apply.
2. Dependent children only (the employee must claim the child on their taxes) are eligible for receiving the undergraduate tuition waiver. If the employee does not claim the child-the amount of the total waiver for each calendar year will be added to the employees W-2 and is treated as taxable income.

GRADUATE PROGRAMS:

For employees:

1. According to IRS regulations, (Section 127), the employee is eligible for a tax-free tuition benefit of up to \$5250 in a calendar year. If the benefit exceeds \$5250, the employee has a tax liability for the balance, (*i.e. your last paycheck of the calendar year will be reduced by 7.65% of the tuition amount*).
2. Employees will contract to serve an additional two years from the date graduate enrollment ends; time during school terms (but not prior to commencement of the course of study) when no course work is undertaken may be applied to this service requirement. Failure to fulfill terms of the contract will result in the employee being responsible for the outstanding balance.

- Repayment plans may be worked out with the Accounting Office.
3. Obtaining a Graduate certificate in addition to the graduate degree is allowable. However, the employee will contract to serve an additional year of service once the certificate has been obtained (a three year service commitment total; 2 years for the graduate degree itself, and 1 year for the certificate).
 4. It is encouraged that each employee taking advantage of the graduate tuition waiver meet with the Controller regarding tax implications before enrolling.

For Spouse and Children:

Effective January 3, 2011, spouse and/or children are no longer eligible to take classes under the tuition waiver for graduate coursework. Any employee who has a spouse or child currently registered and/or enrolled in graduate classes (as of 1-3-11) will be grandfathered in under the old plan

DOCTORATE PROGRAMS:

For employees:

1. Each College (Health & Science, Business & Mass Communication, Fine Arts & Humanities, Education) will be permitted to accept only one employee in their doctoral program at any given time. Priority will be given to applicants based on employment seniority. Seniority is calculated on years of continuous, full-time service.
2. Due to the fact that this benefit is limited to one employee at a time, once an employee has been accepted into a doctoral program they are expected to continue study in each succeeding semester/session until the program is complete. An employee may be permitted to "break" in between sessions only in extremely unusual circumstances. Generally, failure to register for the next semester/session will result in disqualification and the employee will be replaced with the next employee qualified to participate in the program.
3. According to IRS regulations, (Section 127), the employee is eligible for a tax-free tuition benefit of up to \$5250 in a calendar year. If the benefit exceeds \$5250, the employee has a tax liability for the balance, (*i.e. your last paycheck of the calendar year will be reduced by 7.65% of the tuition amount*).
4. Employees will contract to serve Brenau University for at least two years from the date that the doctoral program was completed. Failure to fulfill the terms of the service contract will result in the employee being responsible for repayment of posted tuition/fees for coursework completed or in progress up to the date of the breach of the contract. Repayment plans must be executed with the Accounting Office.

B. TUITION EXCHANGE PROGRAM

Brenau University offers reduced tuition through reciprocal agreement with many private and public, not for profit, participating institutions through two programs: (1) Tuition Exchange Program and (2) The Council for Independent Colleges. Participating institutions may be viewed by visiting www.cic.edu or www.tuitionexchange.org.

1. Eligibility commences with the school term beginning after completion of six months of employment as a full-time employee.
2. Priority will be given to applicants based on the seniority of the faculty/staff member. Seniority is calculated on years of continuous full-time service.
3. Applications will be considered on a first-come, first-serve basis, considering the date of the tuition exchange application as well as the date of admission to Brenau.
4. Imports: The University will approve tuition exchanges for students desiring to enroll at

Brenau University on an annual basis and in a manner that is consistent with our university mission, fiscally responsible with regard to our institutional financial aid budget, and mindful of the fact that it is through the approval of tuition exchange imports that our own faculty/staff are able to take advantage of export opportunities for their dependents. Imports would not generally exceed 1 applicant.

5. Exports: Applicants must be fully admitted to one of the university's degree programs and must be approved/accepted by the importing institution. There is no limit to the number of exports permitted only that Brenau must be considered "in good standing" with the TEP at the time of application.
6. Questions on eligibility should be directed to the Director of Human Resources.

C. B.U.L.L.I Classes

B.U.L.L.I. classes (Brenau University Learning and Leisure Institute) are not included as part of the tuition waiver. Faculty, staff and family members will be required to pay for all costs associated with the BULLI program.

D. UNIVERSITY CULTURAL PROGRAMS

All employees of the University are invited to attend the many cultural and/or entertainment productions of the Institution free or at a reduced rate depending upon the event.

E. UNIVERSITY FACILITIES

All employees of the University are invited and encouraged to use the University's sports facilities (tennis courts, natatorium, Fitness Center), subject to availability. Membership fees are waived for employees, with a membership application completed each year. Family usage must be paid through membership fees when membership application is turned in each year or through employee payroll deduction. Annual membership begins September 1st.

F. EDUCATIONAL SUPPORT

Contingent upon the availability of funds and at the discretion of the administration, staff employees may occasionally be encouraged by the University to seek additional training related to their work assignments at the University's expense. Prior approval by the President or his designated representative is required.

G. CREDIT UNION

All regular, Full-Time and Half-Time employees of Brenau University are eligible for membership in the Hall County Federal Credit Union. Membership provides the employee with a mechanism for saving a portion of his or her income and an opportunity to borrow needed funds at a relatively low rate of interest.

H. DIRECT DEPOSIT

All employees' payroll checks will be directly deposited into the bank of their choice on payday. A check stub summarizing employees pay, taxes, other deductions and vacation and sick pay accrual will be sent to the employees' departmental mailbox via the University Post Office.

I. PARKING PRIVILEGES

All employees must register their vehicles and secure a Brenau sticker. This allows them to park in any available parking space on campus, with the exception of the spaces marked for visitors and handicapped drivers.

J. CHILD DEVELOPMENT CENTER

Brenau University operates a childcare facility located on the Gainesville campus for children ages 6 weeks-Pre-K. Employees' children may be admitted to the Center at a discounted rate, however all admissions are on a "space available" basis with no special priority given to Brenau employees. Employees should contact the Director of the Child Development Center for further information.