

Norwich University
Employee Tuition Scholarship Policy
Approved 12/12/16; updated 2/16/2017

Regular employees who work at least 30 hours per week are eligible for tuition scholarships at Norwich University. Spouses and legal dependents (in accordance with IRS regulations) are eligible for tuition benefits, except for international programs, as outlined below.

Employee Participation in NU Undergraduate Programs

This relates to courses taken in person on the Norwich campus in Northfield, Vermont.

- Supervisor approval is required.
- Employees may enroll in no more than 6 credits* per semester without any tuition cost. Any additional credits will be charged at the usual tuition rate. The Cabinet member must approve any request over six credits.
- Employees are allowed to attend two courses** per semester during the work day. Time spent will be made up (unless the course is a requirement of the position) as follows: the employee may have three hours*** out for class, but must make up time for any remaining time out of work.
- All fees and/or taxes are the responsibility of the employee, as well as the cost of any credits over the six credits allowed.
- NU courses are available to ROTC employees.
- Faculty/staff choosing to audit a course must wait until the first day of the semester/session to register to ensure they are registering on a space-available basis.

NOTE: This policy also applies to Norwich staff members who teach on campus undergraduate courses – no more than one undergraduate course is allowed without supervisor’s approval, which mirrors the policy in the Faculty Manual.

* Credits are the number of credits in which an employee may enroll. Six credits are allowed tuition free.

** Courses are the classes in which an employee enrolls.

*** Hours are the number of physical hours in which an employee may be out of the workplace.

Bachelor Degree Completion Program through CGCS

This relates to an online program, specifically to complete a bachelor’s degree.

- Employees and ROTC personnel may enroll in a bachelor’s degree-completion program for a one-credit tuition charge per course, plus all applicable course and semester fees, as space in courses is available.
- Time away from work is not permitted unless the program is required by the supervisor.
- The one-credit tuition charge per course, all fees, and/or taxes associated with the scholarship amount are the responsibility of the employee.

- The tuition scholarship is available only to NU employees and ROTC personnel.
- Spouses and children of employees may enroll at the full cost of tuition and fees.

Master's Degree Program through CGCS

NU employees, their spouses, and ROTC employees are eligible to enroll in master's degree programs at the discretion of CGCS and dependent on enrollments and course availability.

- All fees/taxes are the responsibility of the employee.
- Employees who prefer to avoid being waitlisted may opt to pay a one-credit tuition charge, plus all fees, for each course in which they enroll in order to start the program in the term of their choice.
- Time away from work is not allowed unless the program is required by the supervisor.
- Employees must be employed a year before accessing this benefit for him/herself or spouse. However, an employee may apply for a program at any time.
- Time spent at residency: The equivalent of 2.5 days of paid time is permitted during Residency week.

Tuition Exchange and NU Undergraduate Enrollment for Employee Spouses & Children

Norwich University participates in two tuition exchange programs. The first is called the Tuition Exchange Program (TEP) and is available to college-age dependents of full-time employees who have worked at the University in benefits eligible service for a minimum of five years. The University also participates in a similar program through the Council of Independent Colleges (CIC). This program is also available to college-age dependents of full-time employees, however, there is no minimum service requirement. Please see the Tuition Exchange Policy for specific information.

The following is a synopsis of the policy:

- Available to all benefits eligible employees.
- Children of employees must meet the five IRS dependency rules <https://www.irs.gov/publications/p17/ch03.html>. If the rules are not met, the student may still enroll tuition-free, however, the benefit becomes taxable to the employee.
- Employee's dependents are eligible after the employee's initial evaluation period (six months for all staff as of 1/1/2017).
- ROTC personnel spouses and children may enroll in NU undergraduate courses; however, are not eligible for tuition exchange.
- Exchanges (TEP – Tuition Exchange Program and CIC – Council of Independent Colleges) are available for children of employees only.
- Employees must have worked for five years for the TEP program.
- Seniority is the basis for determination for TEP slots available each year.
- All fees and/or taxes are the responsibility of the employee.