



Administrative Policy | Talladega College Employee Tuition Remission Policy

Policy Title: Employee Tuition Remission Policy-

Policy Type: Administrative

Policy Number: Administrative

Approval Date: August 26, 2025

Responsible Office: Academic Affairs Office, Human Resources & Office of Finance

Responsible Executive: Provost & Executive Vice President and Vice President of Finance

Applies to: Full-time employees

Purpose

This policy provides a financial discount to eligible employees and their dependents who pursue further education at Talladega College, aligning with the institution's mission and professional development goals. Talladega College's Remission of Tuition Benefits policy is a source of educational opportunities. This policy is subject to change at the discretion of Talladega College.

POLICY STATEMENT

All qualified full-time employees pursuing a bachelor's or master's degree from Talladega College may qualify for a tuition discount in the undergraduate and graduate programs.

TABLE OF CONTENTS PAGE NUMBER

Purpose.....	
Policy Statement.....	
Definitions.....	
Eligibility.....	
Procedures for Receipt of Benefit.....	
Discount Terms.....	
Enrollment Conditions.....	
Repayment Obligations.....	
Exceptions.....	
Contacts.....	
Review Schedule	
Related Documents	
Forms	



Definitions

Academic Year: Talladega College Academic Year cyclical term of two sessions (starting with the fall and ending immediately following the spring semester).

Dependent Children: Refers to unmarried biological children, stepchildren of the current spouse, legally adopted children, and children who are awarded by court order, who are claimed on the employee's tax returns.

Full-time employee - means an employee who works a minimum of 40 hours per week.

Satisfactory Job Performance - means the satisfactory performance delineated in the annual employee performance evaluation.

Actively employed – means employees reporting to work daily, unless on approved leave for non-disciplinary reasons. Employees suspended may be rendered ineligible at the discretion of the provost.

Involuntary Separation: Termination of employment initiated by management as deemed administratively or fiscally appropriate (e.g., violation of policy or misconduct, reorganization, workforce restructuring).

Remission Discount- The discount rate is 50% for employees and one dependent on the employee. A second dependent will receive a 25% discount if both dependents are enrolled simultaneously.

Voluntary Separation: A Talladega College employee who separates from the College upon his or her own volition.

Eligibility

To qualify for tuition reimbursement, employees must:

1. Be employed in a regular full-time or part-time position for at least six (6) continuous months before the start of the course.
2. Remain actively employed throughout the duration of the course.
3. Maintain satisfactory job performance.

Exclusions

Effective immediately, spouses are not eligible for tuition remission. Spouses enrolled in the Spring 2025 will be grandfathered in for the 2025-26 remission rate.



Procedure for Receipt of Benefits

1. Applicants requesting the Remission of Tuition benefit must be admitted and enrolled in a degree-seeking program. Recipients are responsible for all deposits and fees associated with enrollment.
2. To process the Remission of Tuition application, the Office of Human Resources must receive a completed application within 30 days of the commencement of the semester.

Remission Terms

An employee will forfeit eligibility for a tuition remission under the following circumstances:

- **Poor Academic Performance** – Failure to maintain the minimum required GPA or satisfactory academic progress as defined by the College.
- **Unsatisfactory Job Performance** – Documented poor work performance, disciplinary action, or failure to meet the standards of employment.
- **Employment Status Changes** – Resignation, termination, reduction of hours below eligibility threshold, or change in employment classification that no longer qualifies for the benefit.
- **Violation of College Policies** – Breach of the Student Code of Conduct, Employee Handbook, or other institutional policies.
- **Exceeding Credit Hour or Program Limits** – Enrollment in courses, degree programs, or credit hours not covered under the tuition discount guidelines.
- **Failure to Meet Deadlines/Requirements** – Not submitting required applications, verification, or forms by established deadlines.
- **Misrepresentation or Fraud** – Providing false or misleading information to secure or maintain the discount.
- **Program or Policy Changes** – The College reserves the right to modify, suspend, or discontinue tuition discount benefits based on institutional need, policy updates, or financial considerations.



Enrollment Conditions:

This policy applies to regular full-time employees and their eligible dependents (active employees) of the College. Application of the policy mandates that all recipients of the Remission of Tuition benefits be formally admitted to the College and remain in good academic standing while receiving benefits. Additionally, regular full-time employees are eligible for Remission of Tuition benefits for courses offered through the College's degree-granting programs under conditions described below:

Individuals seeking eligibility to participate in the Remission of Tuition benefit must be accepted by the College and complete all applications for financial aid as required by the Office of Financial Aid. Acceptance of a full tuition scholarship (or higher) offered by the College voids eligibility for Remission of Tuition benefits covered herein.

To retain eligibility for Remission of Tuition, students must maintain a cumulative GPA of at least 2.00 and be in good academic standing as defined within the College's academic standards. Remission of Tuition benefits shall be based primarily on space availability after minimum enrollment levels have been met by paying participants. This limitation ensures cost coverage of courses before admitting non-paying enrollees. Administration of these provisions shall also be with consideration of the following:

- 1) Remission of Tuition covers enrollment in "for credit" courses for college degrees. Such courses, not to exceed six (6) credit hours per undergraduate semester per employee through the Remission of Tuition benefit. Eligible recipients are required to pay for overloads (3) Credit Hours per graduate student.
- 2) Remission of Tuition aids by offering remission of all or part of the cost of **tuition ONLY** for the Fall and Spring semesters. Tuition remission is not available for the summer sessions.
- 3) Remission of Tuition does not cover fees owed to the College. All fees (academic and non-academic) are the responsibility of the student.
- 4) All individuals seeking participation in the Remission Tuition benefit program are required to complete a Free Application for Federal Student Aid (FAFSA) and all other applications for grants, loans, awards, Veteran Affairs Educational Benefits, and scholarships as required by the Office of Financial Aid. The Remission Tuition benefit will not be paid to a student's account until all the necessary applications are completed.



- 5) The Remission for Tuition will not duplicate other educational assistance the dependent may be receiving that is specifically earmarked for tuition, such as scholarships, veteran's educational benefits, or other financial aid. If so, the Remission of Tuition benefit will be reduced dollar for dollar if the student receives another tuition-based award.
- 6) When both parents are employed by the College, only one parent may apply for tuition remission for a dependent child.
- 7) The Remission of Tuition benefit is not available to dependent children of part time employees.
- 8) Recipients who withdraw or drop classes by the (census date) will have their tuition remission adjusted according to the college policy
- 9) The responsibility is shared by both the College and the employee for monitoring the use of tuition remission to ensure the tuition limits are not exceeded and that they follow this policy. If it is determined that tuition paid under this program exceeds the limits of this policy, the College will bill the employee for any excess tuition costs.

Dependent Children Benefits for Undergraduate Programs

Extension of the Remission of Tuition benefit to eligible employees is available to their eligible dependent children (formally admitted as new entrants by age 26) actively enrolled in an undergraduate program offered at the College.

The Remission of Tuition form, required at each registration date, must be accompanied by proof of dependency during the eligibility certification process. Proof of dependency is required. (Documentation can include, but is not limited to, IRS 1040, birth certificate, court order, etc.)

Repayment Obligation

Employees enrolled in graduate programs, who voluntarily resign within twelve (12) months of receiving reimbursement must repay the reimbursed amount on a prorated basis.

Dependents of employees involuntarily or voluntarily separated shall be permitted to continue their enrollment through the end of the semester in which the separation occurs. In instances where Remission of Tuition benefits are terminated during a semester of enrollment, grades and credits of courses will be withheld until any resulting financial obligations for the semester are satisfied.

Dependents of deceased Employees with less than 3 years of service



Remission of tuition is extended to dependent children for the remainder of the academic year.

Dependents of deceased Employees with 3 years or more of service

Remission of tuition is extended to dependent children of deceased employees if the previous eligibility criteria are met, not to exceed eight semesters, excluding summers.

Limitation of Benefits

Dependents who enroll as regular full-time or part-time students and maintain good academic standing may receive Remission of Tuition benefits to complete a four-year undergraduate degree within a period not to exceed twelve (8) semesters, excluding summers.

Exceptions

Any exceptions to this policy require written approval from the President of his/her designee.

CONTACT(S)

The Offices of the Provost, Human Resources, and the Vice President for Finance and Administration interpret this policy.

STAKEHOLDER(S)

Full-Time Employees

PUBLICATION

The policy will be published and disseminated to the entire College community. The Director of Institutional Research and Effectiveness and the Chief Marketing and Communication Officer will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the College community at large within fourteen (14) days of approval.
- Submit the policy for inclusion in the online Policy Library within fourteen (14) days of approval.
- Communicate with the Academic Affairs and Human Resources Websites; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 8/26/2028
- Approval by date: Cabinet, 08/26/2025
- Revision History: NA



- Supersedes: NA

RELATED DOCUMENTS: Tuition Remission Application





