

Tuition-free Courses at Colgate

Employees:

Colgate University supports the academic achievement and professional development of its staff members. As evidence of that commitment, employees in regular full and regular part time, benefit eligible positions are eligible to take up to two Colgate courses per term without any tuition charge.

Special category/non-matriculated students will receive no special consideration or priority at registration and must adhere to all policies, procedures, and deadlines (e.g., drop/add period, last day to withdraw from a course) as stipulated in the Colgate University Catalogue and calendar.

The following conditions apply:

1. The supervisor must approve any rescheduling of working hours and the employee will be expected to work a full daily schedule. Enrollment in Colgate courses by one employee in a department should be managed so that it does not create extra work for co-workers.

Those employees wishing to take a second tuition-free course at Colgate in any one term may apply. Human Resources will work with the employee's supervisor to ensure that the department's needs will continue to be met and that co-workers will not be adversely impacted by the employee's attendance in the class. In such cases, a second tuition-free course will be approved. Departments are encouraged, wherever possible, to provide employees with the flexibility to pursue professional development opportunities.

2. It is understood that the privilege of continuing in this program is contingent upon satisfactory academic performance in accordance with standard University regulations. **If an employee fails a course, they are not eligible to enroll in another course for a year.** An employee does have the option to withdraw from a course during the withdrawal period but overuse of this alternative may warrant withdrawal of this benefit.

3. To enroll in a class, the employee must obtain the "Registering for Tuition-Free Course(s)" form from Human Resources. You may enroll following the pre-registration for full-time Colgate students prior to the beginning of the semester or at any time until the end of the drop/add period at the beginning of the semester. Information regarding space availability can be found on the registrar's website or you may contact the registrar's office. You must obtain the signature of the instructor of the course on the "Registering for Tuition-Free Course(s)" Form.

Registration is not required to audit a class. Auditing a class is an informal arrangement made between the employee and the instructor, and is also contingent upon space being available in the class. Employees interested in auditing a class should contact Human Resources and complete the *Authorization to Audit a Colgate Course* form *not* the "Registering For Tuition-Free Course(s)" Form. Please note that Colgate maintains no record (e.g., transcript) of audited courses.

4. Enrollment may not displace a full-time Colgate student from class.

5. The employee must pay a registration fee of \$20.00 for each course attempted must be submitted with the signed application form to the Registrar's Office by the end of the drop/add period in any term.

6. If employment at Colgate is terminated and the termination date is on or before drop/add, eligibility for this benefit ceases and the employee is responsible for full tuition.

If the termination date is after drop/add, the course may be completed under the terms of this benefit.

Spouses/Domestic Partners:

Spouses or domestic partners of employees in regular full and regular part time, benefit eligible positions are eligible to take two Colgate courses per term without any tuition charge subject to conditions 2 through 6 above. Those wishing to take more than two courses in any term may do so at a cost of one-half tuition for each additional course. Spouses of interns and employees in comparable positions are not eligible for this benefit.

Colgate employees, their spouses or domestic partners interested in obtaining a Colgate degree will need to apply through Colgate's Office of Admission. This application process should take place once a minimum of four Colgate courses have been completed but not later than having completed eight Colgate courses. Anyone considering matriculation should talk with the Director of Academic Support and Disability Services as soon as possible regarding their course selection. Potential applicants are also encouraged to talk with the transfer coordinators in the Office of Admission prior to submitting the application.

Application materials may be obtained from Colgate's Admission Office. Transfer admission information can be found in Colgate's transfer, visiting, and special student fact sheet as well as Colgate's transfer application or on the website: <http://www.colgate.edu/admission-financial-aid>. Admission criteria for employees/spouses/domestic partners are similar to Colgate's admission standards for non-employees. Questions about the Admission process should be directed to the transfer coordinators in the Office of Admission.

Application Procedure

All employees and spouses must complete an "Application For Tuition-Free Course(s)" to be eligible for this benefit.

You may wish to check the Registrar's Office web page (www.colgate.edu/registrar) or speak directly with the instructor regarding course availability

1. Submit the completed application, with your supervisor's signature, to the Human Resources Consultant. The "Registering for Tuition-Free Course(s)" form of a spouse does not require a supervisor's signature.
2. Obtain the Instructor's signature.
3. Take the application to the Office of the Controller on the ground floor of James B. Colgate Hall when submitting the \$20 per course application fee and obtain appropriate signature.
4. Take the application to the Registrar's Office. You may register for courses following the pre-registration period for full-time Colgate students the semester prior to the semester in which you wish to enroll or you may register during the Drop/Add period at the beginning of the semester. Return the signed form to the Registrar's Office in order to be officially enrolled in the course. (Please refer to the Academic Calendar for Drop/Add dates each semester. The calendar is available on the Colgate website.)

PLEASE NOTE: IRS regulations govern the taxability of tuition benefits. Currently, the value of graduate tuition benefits in excess of \$5,250 is taxable. The taxes associated with the value of the graduate course(s) will be withheld from your paycheck as soon as possible after the drop/add period. Please contact Human Resources for more information.

COLGATE UNIVERSITY

REGISTERING FOR TUITION-FREE COURSE(S)

**** THIS IS NOT AN APPLICATION FOR ADMISSION; PROSPECTIVE DEGREE CANDIDATES MUST ALSO COMPLETE THE COLGATE APPLICATION FOR TRANSFER ADMISSION.****

PLEASE COMPLETE ALL ITEMS AND OBTAIN ALL REQUIRED SIGNATURES IN THE ORDER INDICATED BEFORE RETURNING THE COMPLETED FORM TO THE REGISTRAR'S OFFICE.

NAME: _____ **Banner ID #** _____

ADDRESS: _____

PHONE: (W) _____ **(H)** _____

Have you previously earned a bachelor's degree? **Yes** _____ **No** _____

I am applying for: Fall _____ Spring _____ 20 _____

Please check the appropriate category of eligibility.

- | | |
|---|---|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Support Staff, Campus Safety or Technical Staff |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Faculty <input type="checkbox"/> Spouse/Domestic Partner |

My regular work schedule is _____

Spouse/Domestic Partner (Please provide name of Colgate employee). _____

As a special category/non-matriculated student, I understand I will receive no special consideration or priority at registration and I must adhere to all policies, procedures, and deadlines (e.g., drop/add period, last day to withdraw from a course) as stipulated in the Colgate University Catalogue and calendar.

Course Number/Title/Section (List all courses)

Meeting Time

Signature of Applicant

Date

1) _____
Supervisor (for spouses -employee signature)

2) _____
Assistant Vice President for Human Resources

3) _____
Instructor

4) _____
Controller (\$20 application fee received)

5) _____
Registrar

*If you would like to discuss course selection, please contact the Director of Academic Support and Disability Services (Center for Leadership, Teaching, and Research – Ext. 7375).

**The value of this benefit for graduate tuition may be taxable to the employee. Please see attached for more information. Students who wish to take courses for graduate credit must contact the Associate Dean of the Faculty before registering.