



## TUITION REMISSION PROGRAM

**Employees.** Full and part-time benefit-eligible employees are eligible to begin a course after the end of the second semester following the hire date or date of change to an eligible status. Full-time benefit-eligible employees receive 100% of the tuition cost. Part-time benefit-eligible employees receive 50% of the tuition cost. Employees may take a maximum of two courses per semester.

**Dependents.** Dependents of full and part-time benefit-eligible employees are eligible for the plan after the employee has continuous service equivalent to four full-time benefit-eligible years. Dependents of full-time benefit-eligible employees receive 100% of the tuition cost if hired prior to 7/ 1/ 09. Dependents of full-time benefit-eligible employees receive 50% of the tuition cost if hired on or after 7/ 1/ 09. Dependents of part-time benefit-eligible employees receive 50% or 25% of the tuition cost based on the dates noted above. Dependents may take a full or part-time course load.

- Eligible dependents are unmarried sons and daughters through birth, adoption or legal guardianship. Stepchildren who reside at least 50% of the time in the employee's household for the specified period (below), or who are claimed as deductions for income tax purposes, are also eligible.
- The relationship indicated above must have existed for at least four years prior to the time the benefit is received.
- The dependent must be 24 years of age or younger at the end of each semester.
- The benefits for dependents for remission, exchange and grant programs are available for a maximum of four academic years. (The academic years do not necessarily have to be continuous.) Each dependent is eligible to receive a benefit from only one plan (remission, exchange, grant) per fiscal year.
- If your dependent is selected as a Balfour, Trustee, Community or Regional Scholar and is receiving full tuition remission, he or she will not be eligible for any additional scholarship grants associated with these awards.
- Wheaton affiliated study abroad programs\* are eligible under the Tuition Remission Program for degree candidates who have completed one full semester at Wheaton.  
\*Affiliated study abroad programs are determined by the Center for Global Education.

**Spouses and Domestic Partners.** Spouses and domestic partners of full and part-time benefit-eligible employees are eligible for the plan after the employee has continuous service equivalent to four full-time benefit-eligible years. Spouses and domestic partners of part-time benefit-eligible employees are eligible after the employee has continuous service equivalent to four full-time benefit-eligible years. Spouses and domestic partners of full-time benefit-eligible employees receive 100% of the tuition cost. Spouses and domestic partners of part-time benefit-eligible employees receive 50% of the tuition cost. Spouses and domestic partners may take a full or part-time load. The relationship must have existed for at least four years prior to the time the benefit is received.

**For employee, dependent and spouse/domestic partner benefits:** Two years of part-time benefit-eligible service equals one year of full-time benefit-eligible service.

- The benefit received (100% or 50%) is based on the employee's full or part-time benefit-eligible status at the beginning of each semester. Changes during the semester will not be effective until the beginning of the following semester.