

TUITION AT A GLANCE

TOPIC	CHAMPLAIN COLLEGE TUITION WAIVER	TUITION ASSISTANCE FOR STUDY AT OTHER ACCREDITED INSTITUTIONS (Reimbursement)	TUITION EXCHANGE SCHOLARSHIP PROGRAM
PURPOSE OF BENEFIT AND SCHOLARSHIP	This benefit is provided by the College to full-time employees and their families to facilitate degrees, professional development and continued learning at no or little cost to them.	This benefit is provided by the College to full-time employees only, to obtain a degree that will benefit the employee and Champlain College.	This program is provided by the College to full-time employee's IRS dependent(s) who will begin their first undergraduate degree before they are age 23. This program will facilitate the opportunity to earn a bachelor's degree through other institutions in the Tuition Exchange Scholarship Program , a consortium with 600+ institutions.
IS THIS A BENEFIT?	Yes	Yes	No, it is a scholarship program
ELIGIBILITY:			
Employee	After employee has 12 months of continuous full-time employment.	Faculty & Staff with 12 months of continuous full-time employment, and with prior approval from the Provost and/or COO.	No
Spouse	After employee has 24 months of continuous full-time employment by the employee.	No	No
Child (IRS Dependent)	After employee has 24 months of continuous full-time employment by the employee.	No	After 24 months of continuous full-time employment by the employee. IRS dependent(s) who will begin their first undergraduate degree before they are age 23.
Child (not a IRS Dependent)	After employee has 24 months of continuous full-time employment by the employee.	No	No
TYPE OF CLASS:			
Undergraduate	Yes, for employee, spouse and dependents.	Employee Only	IRS dependent(s) who will begin their first undergraduate degree before they are age 23.
Number of Classes Allowed	Employee no limit. IRS Spouse & Dependent no limit. Non-IRS dependents 2 classes per semester.	Eight credits per semester. Maximum reimbursement of 50% of cost with a max of \$1,500 per semester - total of \$3,000 per fiscal year (7/1-6/30).	2 semesters per year, maximum of 8 semester or 4 years.

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Continued Employment Required:	No	Yes, 1 year. <i>(The year period will be measured back from the termination date to one year and any courses in that time frame will be included in the penalty.)</i>	Yes, if the employee leaves Champlain, the child will be able to complete the semester that they are actively enrolled in at the time of the employees departure.
Taxable Benefit *	Only for non-IRS dependents	Yes, for amounts over the IRS limit of \$5,250 in calendar year.	No
Graduate/Masters	Employee - After 12 months of continuous full-time employment. Spouse & Dependents after 24 months of employee's continuous full-time employment.	Faculty & Staff with 1 year of continuous full-time employment, and with prior approval from the Provost and/or COO.	No
Number of Classes Allowed	Employee- no limit. All others- limit of one class per term.	Eight credits per semester. Maximum reimbursement of 50% of cost with a max of \$1,500 per semester - total of \$3,000 per fiscal year (7/1-6/30).	N/A
Continued Employment Required:	Yes, Employee - 1 year of continuous full-time employment. Yes, Spouse & Dependents - 2 years of employee's continuous full-time employment. <i>(The year period will be measured back from the termination date to 1 or 2 years and any courses in that time frame will be included in the penalty.)</i>	Yes, 1 year of continuous full-time employment. <i>(The year period will be measured back from the termination date to one year and any courses in that time frame will be included in the penalty.)</i>	N/A
Taxable Benefit *	Yes, for Employees over the IRS limit of \$5,250 in a calendar year. Yes, beginning at \$0 for IRS Spouse & Dependents and non IRS dependents.	Yes, for amounts over the IRS limit of \$5,250 in calendar year.	N/A
Doctoral	No	Faculty & Staff with 3 years of FT service, and with prior approval from the Provost and/or COO.	No

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Number of Classes Allowed	N/A	Eight (8) credits per semester - Reimbursed at 60% with a maximum of \$2,500 per semester, \$5,000 per fiscal year (7/1-6/30) and lifetime cap of \$30,000.	N/A
Continued Employment Required:	N/A	Yes, 2 years of continuous full-time employment. <i>(The year period will be measured back from the termination date to two years and any courses in that time frame will be included in the penalty.)</i>	N/A
Taxable Benefit *	N/A	Yes, for amounts over the IRS limit of \$5,250 in calendar year.	N/A
Not Included:			
Pre-College	Excluded from benefit	N/A	N/A
Summer (non-matriculating)	Excluded from benefit	N/A	N/A
International (other than Dublin and Montreal)	Excluded from benefit	N/A	N/A
Non-credit (seminars & workshops)	Excluded from benefit	N/A	N/A
Service trips	Excluded from benefit	N/A	N/A
TAP	Excluded from benefit	N/A	N/A
TrueEd	Excluded from benefit	N/A	N/A
Appreciative Inquiry	Excluded from benefit	N/A	N/A
Books, residency costs, labs, fees, and other non-tuition expenses	Excluded from benefit	Excluded from benefit	Excluded from scholarship

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How to Enroll:			
Undergraduate	<p>1. Submit an application for the program or apply as non-matriculating (non-degree). All applicants need to meet the admissions standards of the College. On-Campus Application Information or CCO Application Information</p> <p>2. Complete the Tuition Waiver Request Form</p>	<p>Complete the Tuition Reimbursement Form for Masters and Undergraduate Get the appropriate approvals before beginning the process at the other institution. Meet with the People Center for the details and process.</p>	<p>1. Review the list of TE institutions available at www.tuitionexchange.org and choose up to ten institutions for submission.</p> <p>2. The employee and student must complete the application on the TE website indicating the institutions they wish to be considered as a TE applicant.</p> <p>3. The application must be submitted in the fall for the following academic year.</p> <p>4. TE scholarship applicants must apply for admission to each member institution directly that they wish to attend and complete any financial assistance documents required by that institution.</p>
Graduate/Masters	<p>1. Submit an application for the program or apply as non-matriculating (non-degree). All applicants need to meet the admissions standards of the College. CCO Application Information</p> <p>2. Complete the Tuition Waiver Request Form</p>	<p>Complete the Tuition Reimbursement Form for Masters and Undergraduate Get the appropriate approvals before beginning the process at the other institution. Meet with the People Center for the details and process.</p>	N/A
Doctorate	N/A	<p>Complete the Tuition Reimbursement for Doctoral Study Get the appropriate approvals before beginning the process at the other institution. Meet with the People Center for the details and process.</p>	N/A

The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. Refer to the [Tuition Benefit Policy](#) for more details.

*** The IRS rules require any tuition amount over \$5,250 in a calendar year be included the employee's taxable income.**