

TUITION / PROFESSIONAL DEVELOPMENT BENEFITS

Full-time benefit eligible employees who have been with the College for at least six (6) months and in good standing are eligible for tuition and professional development benefits. Inquiries about tuition waivers and tuition reimbursement forms should be directed to HR.

MCAD CONTINUING EDUCATION COURSES

After six (6) months in good standing, eligible employees and their family members are welcome to enroll in evening, summer, Saturday or online classes at the College, free of tuition, provided the classes are not fully enrolled. Employees are expected not to register for classes that conflict with their scheduled working hours. Enrollment is limited to one (1) class per semester for each employee, spouse, or child.

An administrative fee of \$25 applies to each course, with any additional fees also being the responsibility of the employee.

Furthermore, children of eligible employees who do not meet the IRS definition of dependent may be allowed to enroll, however the cost of tuition must be treated as reportable income and is subject to additional fees.

Enrollment for children of employees in the Summer Youth Program will depend on availability. The program ensures one seat per class for staff waiver usage, available on a first-come, first-served basis. Additional seats will be offered based on enrollment availability.

MCAD UNDERGRADUATE AND MASTER OF ARTS COURSES

After one (1) year in good standing, eligible employees may apply for tuition waivers for the undergraduate program for themselves or their dependent. Classes may be taken for credit only.

- Employee undergraduate program: Employees are limited to one class per semester. Enrollment is dependent on meeting course prerequisites and availability. The employee must pay an administrative fee of \$500 per semester and will be responsible for paying any additional fees.
- Undergraduate program: Dependents seeking to enroll full-time or part-time in the Bachelor of Fine Arts (BFA) or Bachelor of Science (BS) program must follow the Admissions application process and be admitted to the college. If the dependent is admitted and confirms enrollment, the employee must pay an administrative fee of \$500 per semester. The student will be responsible for paying any additional fees and will be required to meet housing and food plan requirements.
- Graduate program: Employees that wish to enroll in the Master of Arts (MA) in Creative Leadership (MACL), Graphic and Web Design (MAGWD), or Sustainable Design (MASD) programs must follow the Admissions application process and be accepted into the program. Employees are limited to one (1) class each semester. The employee must pay an administrative fee of \$500 each semester, as well as any additional fees. The value of the waived tuition will be considered taxable income and should be included in the calculation 403(b) contributions.

- The MASD is a cohort-based program; enrollment in classes will only be allowed if the cohort is not fully enrolled. The program requires two courses per semester (fall, winter, summer) for two (2) years. Courses must be taken in sequence.

Employees are limited to tuition waiver for three (3) credits each semester. It is expected that employees will not enroll in classes that conflict with their working schedule.

TUITION REIMBURSEMENT PROGRAM

After one (1) year in good standing, employees are eligible to participate in the Tuition Reimbursement Program. Courses directly relevant to one's present position will be reimbursed up to IRS limits per fiscal year if approved by the employee's manager. This reimbursement is for tuition cost only; fees, materials, books, etc. are not eligible for reimbursement under this program.

Applications for summer or fall courses must be received by June 1st of each year; applications for winter or spring courses must be received by December 1st. Applications received after this date will be considered only if budgeted funds remain.

There may be situations where the number of eligible applicants exceeds the College's budgeted amount for tuition reimbursement. In this case, the reimbursement may be given on a pro-rata basis.

To receive reimbursement, the course must be approved in advance and taken for credit at an external accredited institution and be completed with a grade of "C" or better. Applications must be approved before the course is begun.

Applications for summer or fall courses must be received by June 1st of each year; applications for winter or spring courses must be received by December 1st. Applications received after this date will be considered only if budgeted funds remain.

TUITION EXCHANGE SCHOLARSHIP

After six (6) months, employees are eligible to participate in the Tuition Exchange Scholarship program. Scholarships are not granted for graduate study, non-degree study or second undergraduate degrees.

Under this program, spouses and dependent children may be eligible to attend undergraduate courses at one of several hundred colleges in the United States. A list of participating colleges can be found at TuitionExchange.org. The spouse or dependent child must be enrolled as a full-time student while in the Tuition Exchange Scholarship Program.

This benefit is subject to external restrictions and variables that may affect the applicant's ability to utilize the program. MCAD cannot control how many of our applicants will be accepted into the program, nor does MCAD have control over whether an applicant will be accepted by the school of their choice.

The fall before an employee's spouse or dependent child plans to enroll in college, the employee must contact HR to confirm that they are eligible and to complete all required forms.