

TUITION WAIVER BENEFITS FOR FACULTY

CONTINUING EDUCATION

Faculty who have completed one (1) year of service and who are teaching full semester courses are eligible to enroll in two (2) SVA Continuing Education courses per semester, tuition free. All related course fees, including the registration fee, must be paid. This tuition waiver is subject to space availability and does not apply to the following: Filmmakers Dialogue, Arts Abroad Program, Summer Residency Program, Summer Institute in the Berkshires, Milton Glaser's workshop or any other intensive workshop. Additionally, tuition waivers for undergraduate courses listed in the Division of Continuing Education bulletin are subject to the guidelines for non-degree seeking, undergraduate credits listed below. For the most current list of these courses please visit the Division of Continuing Education at <http://www.schoolofvisualarts.edu/ce>.

Faculty registering for subsequent semesters must be in good academic standing to remain eligible for this benefit. Good academic standing is defined by having successfully completed all previous courses with passing grades. Registration forms and requests for tuition waivers must be submitted to the Division of Continuing Education along with an SVA transcript. You may print an unofficial transcript by accessing your WebAdvisor account at <http://www.schoolofvisualarts.edu/ce>. This benefit may be applied to members of an instructor's immediate family (spouse, domestic partner, or child); however, under no circumstances may the maximum number of credits in any given semester exceed two (2) courses per employee/immediate family member.

PRE-COLLEGE PROGRAM

Family members (child, grandchild, or niece/nephew) of faculty who have completed one (1) calendar year of service are eligible to enroll in one (1) pre-college course per semester (including summer). In a given semester, only one (1) family member may receive a waiver for the Pre-College Program and the total number of courses waived (per family) must not exceed three (3). All related course fees, including the registration fee, must be paid by the faculty/family member. Family members registering for subsequent pre-college programs must be in good academic standing to remain eligible for this benefit. Good academic standing is defined by having successfully completed all previous courses with passing grades. Registration forms and requests for tuition waivers must be submitted to the Division of Continuing Education.

NON-DEGREE SEEKING, UNDERGRADUATE ONLY

Faculty who have completed one (1) year of service and who are teaching full semester courses may be eligible to take 12 SVA undergraduate credits. Tuition will be waived for credits equal to the number of credits taught by the faculty member for the semester in which they are taking the course.

This tuition waiver is subject to the following conditions:

- The faculty member will be required to go through the admissions process similar to applicants seeking Special Student Status. This requires the submission of an

application form, non-refundable application fee and statement of intent in which you should identify yourself as a faculty member to the Office of Admissions, and official high school and college transcripts. A portfolio will be required for studio courses.

- Upon acceptance, the faculty member will be permitted to take up to six (6) undergraduate credits per semester for two (2) consecutive semesters only (for a total of 12 credits). In addition, the faculty member must submit a non-refundable enrollment fee to the Office of Admissions.
- The registration fee and all departmental fees must be paid by the faculty member.
- A 3.0 grade point average must be obtained after the 1st semester to remain eligible for the 2nd semester.
- This does not apply to graduate study.

This benefit may be applied to members of a faculty's immediate family (spouse, domestic partner, or child); however, under no circumstances may the maximum number of credits in any given semester exceed six (6) credits per faculty/immediate family member or 12 credits total.

DEGREE SEEKING, UNDERGRADUATE AND GRADUATE

Faculty members who have completed one (1) year of service and who are teaching full semester courses may be eligible for a tuition waiver towards the completion of a degree at SVA, and have all or a portion of the tuition waived based on the number of credits they are teaching.

This tuition waiver is subject to the following conditions:

- For graduate study, the faculty member must have completed a bachelor's degree at a regionally accredited institution of higher education.
- The faculty member will be required to go through the normal admissions process. This requires the submission of an application form, non-refundable application fee, statement of intent, official high school and college transcripts — and a portfolio to the Office of Admissions.
- Upon acceptance, the faculty member must submit a non-refundable enrollment fee to the Office of Admissions.
- The registration fee and all departmental fees must be paid by the faculty/family member. Fees include, but are not limited to the enrollment fee, health insurance fee (can be waived), departmental fees, course fees and any late fees.
- A 3.0 grade point average must be maintained for continued eligibility of the benefit.
- Faculty Scholarships will only be awarded during the semesters in which the faculty member/student is receiving credit(s) for his/her work (maximum of 30 credits per academic year). Thesis extensions and maintenance matriculation are not covered.
- Faculty Scholarships will only be awarded for the minimum number of credits needed to graduate from the program. The terms and limits of your Faculty Scholarship will be articulated upon your admission into a program.
- The number of credits used for assistance calculation purposes will be based on the number of credits the faculty member is scheduled to teach for that same semester. If the workload changes mid-semester, the adjustment in assistance will be made the following semester.

- Departmental scholarships and awards will be applied toward tuition before any employee or family benefit award is applied. The total of SVA awards cannot exceed the total cost of tuition and fees.
- Continuing Education courses will count for two (2) credits contingent on the number of sessions of the CE course.
- Faculty doing thesis advising and/or independent study will receive three (3) credit towards their SVA tuition benefit for every five (5) students, if they are currently teaching at least one (1) regular course in the same semester they are doing thesis advising or independent study.
- Hours associated with workshops and sabbaticals will not be counted. It is the faculty member's responsibility, however, to keep Human Resources apprised if such work is not specifically mentioned in your contract in effect at that time.
- SVA retains sole discretion to review each situation on a case-by-case basis.
- Faculty member must be in good standing to receive the Faculty Scholarship.

*This benefit may be applied to members of a faculty's immediate family (spouse, domestic partner, or child); however, under no circumstances may an employee **and** a family member or two family members simultaneously receive a waiver for tuition in pursuit of a degree.*

All fees are based on the charges in effect at the time of application and registration.

This policy is subject to change, revocation, modification, or amendment at any time.

January 25, 2016