

TUITION WAIVER BENEFITS FOR ADMINISTRATIVE EMPLOYEES

CONTINUING EDUCATION

Full-time administrative employees who complete six (6) consecutive months of service and part-time employees who complete one (1) calendar year of service are eligible to enroll in two (2) SVA Continuing Education classes 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 up-to-date list of these courses please visit the Division of Continuing Education at <http://www.schoolofvisualarts.edu/ce>.

Employees 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: <https://webadvisor.schoolofvisualarts.edu/>. This benefit may be applied to members of an employee's immediate family (spouse, domestic partner, or child); however, under no circumstances may the maximum number of courses in any given semester exceed two (2) courses per employee/immediate family member.

PRE-COLLEGE PROGRAM

Family members (child, grandchild, or niece/nephew) of full-time administrative employees who have completed six (6) consecutive months of service or family members of part-time employees 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 employee/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

Full-time administrative employees who complete six (6) consecutive months of service and part-time employees who complete one (1) calendar year of service may be eligible to take 12 SVA undergraduate credits, tuition free. This tuition waiver is subject to the following conditions:

- Employees 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, statement of intent in which you should identify yourself as an employee to the Office of Admissions, and official high school and college transcripts. A portfolio will be required for studio courses.

- Upon acceptance, the employee 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 employee must submit a non-refundable enrollment fee to the Office of Admissions.
- Employees must obtain the approval of their supervisor and Human Resources if the courses they intend to take will in any way interfere with their normal work schedule.
- The registration fee and all departmental fees must be paid by the employee.
- 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 an employee'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 employee/immediate family member or 12 credits total.

DEGREE SEEKING, UNDERGRADUATE AND GRADUATE

Full-time and part-time administrative employees who complete one (1) year of service may qualify for a tuition waiver towards the completion of a degree at SVA. This tuition waiver is subject to the following conditions:

- For graduate study, employees must have completed a bachelor's degree at a regionally accredited institution of higher education.
- Employees 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 employee must submit a non-refundable enrollment fee to the Office of Admissions.
- Employees must obtain the approval of their supervisor and Human Resources if the courses they intend to take will in any way interfere with their normal work schedule.
- The registration fee and all departmental fees must be paid by the employee/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.
- Employee Scholarships will only be awarded during the semesters in which the employee/student is receiving credit(s) for his/her work. Thesis extensions and maintenance matriculation are not covered.
- Employee scholarships will only be awarded for the minimum number of credits needed to graduate from the program. The terms and limits of your Employee Scholarship will be articulated upon your admission into a program.
- 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.
- Employees are eligible to receive a maximum of 30 credits per academic year.
- Employee must be in good standing to receive the Employee Scholarship.

This benefit may be applied to members of an employee'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