



## Policy 4.96 Courtesy Scholarship

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Benefits

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**Last Revision:** September 23, 2014

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### Overview

Emory offers a Courtesy Scholarship Program for the continued educational development of employees, their spouses or same-sex domestic partners, and children.

### Policy Details

The Courtesy Scholarship covers only academic credit hours for which an employee, spouse/same-sex domestic partner or child (natural or legally adopted) actually enrolls in an academic session, up to the maximum credit hours allowed. Courtesy Scholarship benefits not utilized in an academic session will not be monetarily reimbursed to the scholarship recipient nor credited to an account for future use.

Courtesy Scholarships for employees, spouses/same-sex domestic partners and children are subject to reduction by the amount of any other scholarship and/or financial aid, including the Georgia Tuition Equalization Grant and H.O.P.E. Grant (available to eligible undergraduate Georgia residents who enroll for at least 12 academic credit hours in an academic session at a college or university in the state of Georgia).

Courtesy Scholarship participants who enroll for credit hours in excess of those hours for which they are eligible under the Courtesy Scholarship Program will be personally responsible for the payment of tuition expenses beyond the applicable credit hour limitation.

The Courtesy Scholarship benefit available will depend on:

- the employee's date of hire
- the employee's eligible length of service
- for family members, their relationship to the employee

Courses taken on an audit basis are not covered under the Courtesy Scholarship Program.

Participation of an eligible employee or spouse/same-sex domestic partner and/or child(ren) of an eligible employee shall cease at the end of any academic session during which the employee begins a leave of absence other than for medical disability or educational/ professional purposes, or when the employee separates from employment, if not deceased or retired. If the employee is on medical leave of absence, his/her spouse/same-sex domestic partner/children continue to be eligible for Courtesy Scholarship.

Separation from employment or changing to an ineligible status for less than 12 consecutive months shall not be considered a break in service for determining employment credit, provided the employee returns in a status eligible for the Courtesy Scholarship. Separation from employment or changing to an ineligible status for more than 12 months shall be considered a break in service, and the 1 or 2-year waiting period must again be satisfied upon re-hire. Periods of employment in either a status of temporary or regular part-time for less than 20 hours a week shall not be counted

for length of employment determinations.

Costs for books, lab fees, student activities fees and other miscellaneous expenses related to taking a course are not covered under the Courtesy Scholarship benefit. Employees will not be eligible to participate in the Tuition Reimbursement Program in any school or session in which they are already enrolled in a course at Emory under the Courtesy Scholarship Program.

Any work time missed due to taking courses under this program must be made up on an hour-for-hour basis under the authorization and scheduling needs of the department.

#### ELIGIBILITY

##### Employees

Regular full-time employees who have completed 1 year of consecutive service may enroll in undergraduate, graduate or professional level courses not to exceed 5 credit hours per academic session. For the purpose of this policy, 36 hours or more is considered regular full-time.

Regular part-time employees working at least 20 hours per week and completing 2 years of consecutive service, may enroll in undergraduate, graduate or professional level courses not to exceed 4 credit hours per academic session.

An employee who enrolls for more than the applicable five (5) or four (4) credit hours covered by Courtesy Scholarship will be personally responsible for the payment of tuition in excess of the applicable five (5) or four (4) credit hours.

School of Medicine faculty at the rank of Assistant Professor or above with an appointment at the VA Medical Center may be eligible for courtesy scholarships in accordance with the criteria specified elsewhere in this policy even if the VA is the sole source of salary and they receive no salary from Emory University.

Employees, who would meet the eligibility for Courtesy Scholarship for themselves or dependents within a 31-day period after the start of the class are considered to have met eligibility. For example, an employee hired 9/15/2001 who wanted to take a class that begins on 8/28/2002, may receive Courtesy Scholarship for the fall semester rather than waiting until spring semester.

##### Prior Employment Credit

Previous periods of employment, except for those periods in which a break in service of greater than 12 months occurs, shall be handled as follows:

- For employees in a current regular full-time status, previous periods of eligible regular part-time employment shall be divided by 2 and added to the current and any other periods of eligible regular full-time employment to determine the eligible regular full-time length of employment equivalency.

$$\# \text{ full-time months} + (\# \text{ equivalent part-time months} \div 2) = \# \text{ equivalent full-time months}$$

- For employees in a current regular status of at least half time but less than full time, previous periods of eligible regular full-time employment shall be added to the current and regular part-time equivalency.

Eligibility determinations for Courtesy Scholarship benefits shall be made on the basis of employment status of the employee on the beginning date of classes for the particular academic session.

##### Proof of Relationship

Proof of relationship is required for all familial recipients. Proof includes marriage and birth certificates and legal adoption documents. Legal guardianship does not qualify. Same-sex domestic partners must submit a notarized statement of same-sex domestic partnership.

##### Spouse/Same-Sex Domestic Partner

The spouse/same-sex domestic partner of a regular full-time employee may only enroll in an undergraduate degree seeking program (Emory College of Arts & Sciences) not to exceed 5 credit hours per academic session following the completion of 2 consecutive years of service by the employee.

The spouse/same-sex domestic partner of a regular part-time employee, working at least 20 hours per week, may only enroll in an undergraduate degree seeking program (Emory College of Arts & Sciences) not to exceed 4 credit hours per academic session following the completion of 4 consecutive years of service by the employee.

For employees hired before January 1, 2003, full tuition up to the applicable limit is covered. Employees hired after December 31, 2002, will receive graduated benefits based on the employee's years of service:

Full-time		Part-time	
2 up to 5 years	50% of Emory tuition	4 up to 7 years	50% of Emory tuition
5 up to 10 years	75% of Emory tuition	7 up to 12 years	75% of Emory tuition
10 years and up	100% of Emory tuition	12 years and up	100% of Emory tuition

Graduate course work for spouses/same-sex domestic partners is not available as of January 1, 2003, unless they were enrolled at the graduate level in a degree-seeking status, as of December 31, 2002.

#### Children

Children are defined as the eligible employee's natural or legally adopted children in a degree-seeking status and under age 25. In order to qualify as a dependent child, the child must meet the [Definition of a Dependent Child for Emory.docx](#). There is no limitation on the number of academic credit hours that may be taken in an academic session. Summer classes including Emory Abroad are covered. Children enrolled in the Emory Pre-College Summer Program for academic credit are eligible for the Courtesy Scholarship. Non-credit hour programs are not eligible for the Courtesy Scholarship.

Eligible children of a regular full-time employee may only enroll in an undergraduate degree-seeking program (Emory College of Arts & Sciences) following the completion of 2 consecutive years of service by the employee. Eligible children of a regular part-time employee may only enroll in an undergraduate degree-seeking program (Emory College of Arts & Sciences) following the completion of 4 consecutive years of service by the employee. Children of eligible employees cannot use the Courtesy Scholarship for graduate degree-seeking programs.

This benefit is provided per dependent. If both parents are Emory employees and eligible for the Courtesy Scholarship for their children, the graduated benefit will be based on the parent with the higher years of service. The benefit will not be additive. For example, if both parents are eligible for a 50% benefit, the total benefit will be 50% of tuition (not 100%).

For employees hired before January 1, 2003 full tuition is covered. Employees hired after December 31, 2002 will receive graduated benefits based on the employee's years of service:

Full-time		Part-time	
2 up to 5 years	50% of Emory tuition	4 up to 7 years	50% of Emory tuition
5 up to 10 years	75% of Emory tuition	7 up to 12 years	75% of Emory tuition
10 years and up	100% of Emory tuition	12 years and up	100% of Emory tuition

#### Retired Employees, Spouses/Same-Sex Domestic Partners and Children of Retired Employees

Employees who are eligible to retire with benefits from active employment with the University are eligible for the Courtesy Scholarship as follows:

- Retired employees who retired from a full-time position may enroll in an undergraduate or graduate program not to exceed a total of 5 credit hours per academic session. The retiree's spouse/same-sex domestic partner may only enroll in an undergraduate degree-seeking program (Emory College of Arts & Sciences) not to exceed 5 credit hours per academic session.
- Retired employees who retired from a position working at least 20 hours per week may enroll in an undergraduate or graduate program not to exceed a total of 4 credit hours per academic session. The retiree's spouse/same-sex domestic partner may only enroll in an undergraduate degree-seeking program (Emory College of Arts & Sciences) not to exceed 4 credit hours per academic session.
- Eligible children of retired employees may only enroll in an undergraduate degree-seeking program (Emory College of Arts & Sciences). There is no limitation on the number of academic credit hours that may be taken per academic session.

Participation of an eligible retired employee, spouse/same-sex domestic partner or child may commence with the beginning of any academic session following the date of retirement of the eligible employee.

#### Spouses/Same-Sex Domestic Partners and Children of Deceased Employees

Spouses/same-sex domestic partners and children of deceased employees, who died on or after March 25, 1997, who at the time of death were current employees and had met eligibility for courtesy scholarship benefits for spouse/same-sex domestic partners and children shall be eligible to enroll in an undergraduate degree-seeking program only (Emory College of Arts & Sciences) each academic session, not to exceed:

- 5 credit hours if the deceased had been employed in a regular full-time status at the time of death, or
- 4 credit hours if the deceased had been employed in a regular status of at least half-time at the time of death.

- There is no limitation on the number of academic credit hours that may be taken by an eligible child per academic session.

Participation of an eligible spouse/same-sex domestic partner or child may commence with the beginning of any academic session following the date of death of the eligible employee.

NOTE: Surviving spouses who remarry will not be eligible for the Courtesy Scholarship benefit.

#### ADMISSIONS PROCEDURES

Information concerning admission to an academic program should be obtained from the appropriate University admissions office. Admission offices for the schools or divisions can be contacted at:

Candler School of Theology	404-727-6326
Emory College of Arts & Sciences	404-727-6036
Goizueta School of Business	404-727-6311
Laney Graduate School	404-727-0184
Nell Hodgson School of Nursing	404-727-7980
Oxford College	770-784-8328
Rollins School of Public Health	404-727-3956
School of Law	404-727-6802
School of Medicine	404-727-5660
Allied Health	404-727-5682

#### Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.96>

#### Revision History

- Version Published on: Apr 29, 2016
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- Version Published on: Aug 26, 2008
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