Policy 4.96
Courtesy Scholarship

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Responsibility Official: VP for Human Resources
Administrating Division/Department: Benefits
Effective Date: April 02, 2007
Last Revision: June 22, 2007

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 theCourtesy 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.

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.

Emory faculty with the rank of Assistant Professor or above who have an appointment at the Veteran's Administration Hospital qualify for Courtesy Scholarship benefits for themselves and eligible dependents. Their appointment on Emory's payroll system by itself may not qualify them for courtesy scholarship, however, their appointment at the Veteran's Administration Hospital makes them eligible. Other Emory faculty at the Veteran's Administration Hospital who are employed for 8 months and paid over 8 months qualify for courtesy scholarship benefits if their Emory appointment is as a regular full-time faculty member. Emory faculty at the Veteran's Administration Hospital whose title there is volunteer are only eligible for courtesy scholarship benefits if their Emory appointment qualifies them.

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.

  \[
  \text{# full-time months} + \left(\frac{\text{# equivalent part-time months}}{2}\right) = \text{# equivalent full-time months}
  \]

- 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 enroll in undergraduate coursework 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
enroll in undergraduate level coursework 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:

<table>
<thead>
<tr>
<th>Full-time</th>
<th>Part-time</th>
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<tbody>
<tr>
<td>2-5 years</td>
<td>50% of Emory tuition</td>
</tr>
<tr>
<td>5-10 years</td>
<td>75% of Emory tuition</td>
</tr>
<tr>
<td>10 or more years</td>
<td>100% of Emory tuition</td>
</tr>
</tbody>
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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**

Eligible children of a regular full-time employee may enroll in undergraduate courses only following the completion of
2 consecutive years of service by the employee. Eligible children of a regular part-time employee may enroll in
undergraduate coursework following the completion of 4 consecutive years of service by the employee.

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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               404-727-6036
- Goizueta School of Business 404-727-6311
- Graduate School of Arts & Sciences 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               404-727-6801
- School of Medicine          404-727-5660
- Allied Health               404-727-5682

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