

**University of the Virgin Islands  
Tuition Remission Policy and Tuition Exchange Program**

**June 1, 2010**

The University of the Virgin Islands (“the University” or “UVI”) recognizes the importance of an educated and competent work force. To meet the demands of the changing workforce and the desire of employees to grow academically and professionally, UVI offers education benefits to its employees in the form of tuition remission and tuition exchange within the limits of its resources.

**1. Tuition Remission**

**General Statement**

The University supports and encourages employees to develop themselves through academic, professional, and/or personal enrichment courses. UVI also provides these benefits, where applicable, to spouses and dependent children of eligible employees. The University offers this benefit program at its discretion and will periodically review the program within the context of fiscal realities to determine, from time to time, whether adjustments to the policy are warranted.

- 1.1. Tuition remission is a benefit that waives tuition for courses, graduate or undergraduate, taken at UVI by full time University employees (faculty and staff), their spouses, and their eligible dependent children. To be eligible for tuition remission for any course, credit or non-credit, the student must either be accepted and matriculated for a UVI degree or registered in a course(s) for professional enhancement purposes.
- 1.2. Faculty, executive staff, and administrative staff, and the spouses and eligible dependent children of faculty and such staff, may benefit from this policy immediately upon the employment of faculty and such staff with the University. Professional and regular staff and the spouses and eligible dependent children of professional and regular staff, may benefit from this policy on completion of their initial probationary period and determination of continuous employment status.
- 1.3. An eligible spouse is defined as the legally recognized wife or husband of the University employee. An eligible dependent is defined as a natural born child, legally adopted child, or stepchild, who is under the age of 25 years, unmarried, and eligible to be claimed as a dependent on the employee’s income tax return in the tax period in which the tuition is waived.
- 1.4. Eligibility for all employees, spouses, and dependent children under this policy ceases at the end of the semester in which the employee terminates employment with the University whether voluntarily or involuntarily; except in cases where the employee retires under an approved University plan, dies or becomes totally disabled during service, in which case eligibility shall be determined by the UVI Policy Manual Tuition Guidelines for deceased and retired employees.
- 1.5. Eligible employees may take up to three undergraduate courses per semester (not to exceed nine credits) and two graduate courses per semester (not to exceed six credits), paid for by the University. Spouses and dependent children may carry a full time load, paid for by the University. Courses may also be taken during the summer session.

- 1.6. Eligible employees should make every effort to take classes during non-working hours. However, supervisors, at their discretion and with due consideration given to flex-time, may allow employees to take no more than one course per semester or summer session during regular working hours, if the course in question is not offered at another time in that semester, if the course is required by the employee's supervisor to improve the employee's skills and/or job performance, or if the course is required for graduation in that semester and no acceptable alternative course is being taught outside of normal work hours.
- 1.7. Tuition remission shall not apply to application/registration and other fees, room and board charges, textbooks and supplies, or any other cost of instruction or associated fees.
- 1.8. Eligible University employees, their spouses and dependents, as applicable, should register for courses through normal registration channels; provided however, that they must register on the last date established for registration without penalty.
- 1.9. Eligible employees must verify eligibility of spouses and dependent children by providing certified copies of marriage certificate, birth or adoption certificate, and Federal income tax form listing the child as a dependent or proof of legal guardianship, as applicable, to the Human Resources Department. Employees are required to report any changes in eligibility status of spouses or dependents to the Human Resources Office within thirty (30) days of such change.
- 1.10. If a course becomes oversubscribed, preference will be given to paying students. Similarly if a course becomes undersubscribed, it shall be within the sole discretion of the University to cancel the course for that particular semester or summer session. Beneficiaries under this policy shall not be counted in determining if class size is sufficient for a course to be offered.
- 1.11. Eligible employees who are on approved leave (but not for disciplinary purposes and up to a maximum of two years) without pay may complete the semester in which they are currently enrolled. Spouses and eligible dependents may continue to take courses during this period unless otherwise prohibited by the University. The employee, with permission from the supervisor may also continue to take courses while on leave.
- 1.12. To maintain eligibility, an employee, their spouse, and their dependent children must comply with all of the applicable provisions of this policy and maintain good academic standing as defined by the University's catalog. Students who are not in good academic standing will not be eligible to receive tuition remission until they regain good academic standing. Tuition remission will not be extended to employees, their spouses, or eligible dependents for enrollment in any course(s) previously failed.
- 1.13. An eligible spouse or dependent must complete a degree course of study within eight (8) years for a Bachelors degree and five (5) years for a Masters degree from the first date of enrollment in the specified degree program. Courses otherwise deemed for professional enhancement purposes may be taken for as long as the eligible employee remains within the employ of the University.
- 1.14. By participating in this program, the employee, spouse and dependent children agree to abide by the provisions of this policy. In the event the information in the application is misrepresented, the employee will be responsible for refunding the full tuition awarded under this policy to the University and misrepresentation may be grounds for termination.

## 2. Tuition Exchange

### General Statement

The University of the Virgin Islands recognizes that dependents of eligible employees may desire to attend another institution that is a member of Tuition Exchange, Inc., for purposes of continuing their studies. Tuition Exchange, Inc. is a nonprofit national organization based in Washington, D. C. which records exchange scholarships, enrolls interested colleges and universities as members, prepares and distributes membership list, and develops and implements policies that promote balanced exchanges. The University also believes that this program may serve as an aid in the recruitment and retention of faculty and staff. UVI extends this benefit with the understanding that this program is of little or no cost to the institution, and that the program will be revisited if it is determined that this underlying premise does not hold. The University does not guarantee participation in this program.

- 2.1. Although UVI may from time to time participate in the Tuition Exchange program, eligible dependent(s) should note that these entities are independent agencies and any participation in these programs is subject to the policies and regulations governing the entities (Tuition Exchange Inc, receiving institution, sending institution). Additional information about these programs may be obtained from the University's Tuition Exchange Coordinator.
- 2.2. Dependent children of an eligible employee (as defined in paragraph 1.3 above) may participate in the Tuition Exchange program with the understanding that only the cost of tuition remission at UVI will be awarded to the student provided that they meet the regular admissions requirements of the importing University. Participants in the Tuition Exchange program must spend at least one year at UVI before becoming eligible to participate in the Tuition Exchange program.
- 2.3. The University reserves the right to limit the number of Tuition Exchange opportunities (or awards) it offers. It is also the goal of the University to maintain the required balance between the number of students it sends out and the number it brings in. Students must at all times meet the institution's standards for academic performance and personal conduct.
- 2.4. Participation in the Tuition Exchange program may run for a maximum of four years per degree program per dependent. Participation in the Tuition Exchange program will be terminated if the eligible employee retires or terminates employment at the University.
- 2.5. Only one person from each eligible employee household may take advantage of the Tuition Exchange program at any one time. Dependent children of an eligible employee cannot receive the benefit in direct succession of another dependent of the said eligible employee. There will be a waiting period of two years for eligible employees whose dependent has completed the Tuition Exchange program before such employee may apply for another dependent. All required participation fees as applicable to the student, shall be borne by the eligible employee.