



FACULTY/STAFF OR DEPENDENT TUITION SCHOLARSHIP 2009-2010

Approval checkboxes: Approved, Denied, Comments

This form is to be used to certify the eligibility of a Faculty or Staff member to receive the tuition scholarship for themselves or their dependents based on the criteria set forth in The Policy and Procedures Manual of Wayland Baptist University in section 2.3.2 and 2.3.3

Note: A new form is required to be completed each term. This will enable us to credit scholarships to the student's account in a timely and accurate manner. An award for a prior year will not be made.

Student Information

Name of Student, Student WBU ID, Relationship to Employee, Status: Degreed Grad Undergrad Audit Concurrent

Employee Information

Name of Qualifying Employee, Campus of Employment, Department/Title, WBU ID, Date of Employment

Campus Attending / # of hrs: (Please indicate the # of enrolled hours beside the appropriate campus.)

Campus locations: Plainview, Lubbock, Hawaii, Amarillo, Anchorage, Fairbanks, Phoenix, Sierra Vista, Albuquerque, San Antonio, Wichita Falls, Clovis, Altus, Virtual Campus

TERM: Fall Spring Winter Summer S1 S2 S3 S4 Other

(Please circle the appropriate term)

I certify that the student listed above is eligible for the tuition grant by virtue of my employment with Wayland Baptist University.

Student Signature (Required) Date

Employee Signature (Required) Date

Supervisor Signature (Required) Date

### 2.3.2

March 5, 2009

#### **SUBJECT: EMPLOYEES REGISTERING AS STUDENTS**

Each employee of Wayland Baptist University who is budgeted by name on a full-time basis and each full-time faculty member is eligible to register as a student for classes held during normal working hours provided, with the exception noted below, the course load does not exceed **one course per term** or twelve-week summer session. The employee must work the full number of hours for which paid, and class attendance must not interfere in any way with the accomplishment of duties or the work of the department. Similarly, a faculty member must not let class attendance interfere with the accomplishment of the work of the Division.

Time off from the regular workweek to attend classes depends on satisfactory arrangements being made for the employee to make up the time outside of normal duty hours. Such employment arrangements are to be recommended by the head of the employing department or unit and approved by the President or the President's designee prior to the employee's registration. A letter of authorization will be filed with the department head/division chair.

If it is determined to be beneficial to the University, an eligible employee may petition to enroll for more than four credit hours per semester or twelve-week summer session in classes which meet during normal working hours. The petition must be recommended by the head of the employee's department or unit and approved by the President or President's designee. If the employee is working for more than one department or unit, the petition must be similarly approved by each department or unit. An approved copy of the petition must be presented to the individual who is responsible for approving the course of study (registration advisor) when the employee registers.

Eligible employees may audit courses with the permission of their department or unit head subject to the same restrictions on class attendance and work arrangements prescribed above for courses taken for credit. Employees may also attend short courses with the permission of their department or unit heads.

**TUITION AND OTHER ENROLLMENT CHARGES** - Full-time faculty and non-faculty employees of Wayland Baptist University are eligible for a Faculty/Staff Scholarship for **one course per term** each fall, winter, spring and summer term at any one campus. Multiple tuition for the same term is not provided. For example, an employee cannot receive tuition for a course during the fall term at the Plainview campus and also receive a scholarship for a course during the fall term at an external or virtual campus. To receive a Faculty/Staff Scholarship, eligible employees are to submit a certificate of eligibility, approved by their supervisor, to the student financial aid office and file a FAFSA (Free Application for Federal Student Aid). Exception to filing the FAFSA is if family Adjusted Gross Income is greater than \$35,000. Must provide proof of exception. Failure to meet satisfactory academic standards as outlined in the current University catalog could result in loss of scholarship eligibility.

A full-time faculty and non-faculty employee's spouse and unmarried, immediate, dependent child or children may receive a Faculty/Staff Scholarship for a total of 30 credit hours per year. Employees must submit a certificate of eligibility, approved by their supervisor. Student must also file a FAFSA for federal aid. Definition of dependent child will be the same as established on the FAFSA application. All grants and entitlements from Federal and State sources will be first applied to any direct institutional costs, beyond tuition. Net amount will then be applied to tuition to offset Faculty/Staff Scholarship. Failure to meet satisfactory academic standards as outlined in the current University catalog could result in loss of scholarship eligibility.

We do not award institutional funded scholarships to students who are currently in default on any student loan under the Title IV program.

**If both spouses are full-time WBU employees, each individual is allowed only one course per term. However, children meeting the definition of "dependent" according to FAFSA, which are also full-time WBU employees, may receive the 30-hour faculty-staff scholarship per year.**

### 2.3.3

February 18, 2009

#### **SUBJECT: EMPLOYEE SPOUSE AND DEPENDENTS REGISTERING AS STUDENTS**

Faculty/Staff Scholarships covering up to 30 credit hours per year are given to the spouse and/or unmarried, immediate, dependent child or children of all regular, full-time employees of the University. "Dependent" is defined according to guidelines found in the FAFSA (Free Application for Federal Student Aid) available in the student financial aid office. **If both spouses are full-time WBU employees, each individual is allowed only one course per term. However, children meeting the definition of "dependent" according to FAFSA, which are also full-time WBU employees, may receive the 30-hour faculty-staff scholarship per year.** For purposes of this policy, a regular full-time employee is one who:

- teaches twenty-four (24) semester hours in a given twelve month period,
- is employed for 37.75 (external campuses: 37.50) or more hours per week for a twelve month period,
- is employed under a full-time administrative contract, or
- is employed under a contract where teaching and/or administration and/or hourly employment is equivalent to full-time employment.

Failure to meet satisfactory academic standards as outlined in the current University catalog will result in loss of scholarship eligibility.

We do not award institutional funded scholarships to students who are currently in default on any student loan under the Title IV program.

In the event employment is terminated during a given semester, spouse and dependent children attending the University under this provision may complete the semester in which they are currently enrolled.

The total of all institutionally funded scholarships and grants may not exceed the cost of tuition.

Contact for Interpretation: Chief Financial Officer

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This policy statement supersedes all previous  
policy statements on this subject.

Revised 9/25//2009

