



TUITION BENEFITS

Emerson College's generous tuition benefits, Tuition Remission and Tuition Exchange provide eligible employees the opportunity to take courses at Emerson College and other participating colleges through the Pro-Arts Consortium ("Tuition Remission") and to enroll their children in other participating institutions ("Tuition Exchange"). While the Tuition Remission benefit is designed to defray the tuition costs incurred by employees and eligible dependents, it does not guarantee enrollment in all desired courses, or that participants will be accepted into an Emerson College degree program. Employees are responsible for the cost of applicable fees (as determined by Student Financial Services), books, supplies, and tax consequences, if applicable (refer to the Taxation Section below).

Employees whose last day of employment with Emerson College is prior to the last day of the semester in which courses can be dropped with a tuition refund, will not receive tuition benefits for themselves or their dependents, and will be responsible for costs incurred if the course is not dropped.

Full-time Employees: With the approval of the department head, full-time employees may enroll in up to eight credits (undergraduate or graduate level courses) per semester at Emerson without charge, and on a space-available basis. Employees must be hired prior to the first day of class in order to register for the current semester. The employee must complete a Tuition Waiver Form (available in HR/AA) and receive signature approval from his/her supervisor and HR/AA prior to course registration in order to insure a waiver of tuition fees. With the approval of his/her supervisor, an employee may take courses during the regularly scheduled workday (not to exceed four hours per week). In this case, the employee's supervisor must provide an explanation of how the time is to be made up and stated on the Tuition Waiver Form and submitted to HR/HH prior to review and approval. The College will apply intersession course credits to the semester immediately following, with the exception of Intersession credits for courses taken in August, which are applied to the Summer II semester.

Cross-Registration: Full-time employees may be eligible to cross-register for courses at other participating colleges through the Pro-Arts Consortium, including:

- Boston Conservatory of Music
- Massachusetts College of Art
- Berklee College of Music
- The School of the Museum on Fine Arts.

- Boston Architectural Center

Employees are advised to consult with the Emerson College Registrar's Office and the Registrar's Office at the participating institutions prior to signing up for these courses.

Spouse/Domestic Partner Benefit: A full-time employee's spouse/domestic partner is entitled to full tuition for up to four credits each semester for graduate or undergraduate level courses taken at Emerson College. This policy does not include courses offered through cross-registration with member institutions of the Pro-Arts Consortium.

Dependent Children Benefit: Dependent children (as defined by the IRS) and the eligible children of domestic partners of full-time employees who have worked at the College for at least two years of service in a position eligible for tuition benefits are eligible to receive full tuition remission for undergraduate or graduate level courses taken at Emerson College. In the event of the death or total disability of an employee while his/her dependent is receiving tuition remission, and the dependent is currently attending college, the dependent will be allowed to complete his/her degree provided the dependent has no voluntary break in attendance or is involuntarily separated from college for disciplinary reasons. This policy does not include courses offered through cross-registration with member institutions of the Pro-Arts Consortium.

Part-time Employees: Part-time employees and their spouse or domestic partner are not eligible for tuition remission. However, tuition remission is extended on a pro-rated basis to dependent children of regular part-time employees who have worked a minimum of 26 hours per week for at least two years. This does not include courses offered through cross-registration with member institutions of the Pro-Arts Consortium or the Tuition Exchange Program.