

HR-0013 Tuition Reduction Benefit Program for Spouses and Dependent Children

Policy identification number: HR-0013

File: Personnel Policies>Human Resource Policies

Tuition Reduction Benefit Program for Spouses and Dependent Children

Policy Summary

This policy establishes a tuition reduction benefit program for spouses and dependent children for Fort Lewis College employees.

Policy Owner: **Vice President, Finance & Administration**

Approval Date **August 5, 2019; updated January 1, 2025**

Scheduled for Review **Spring 2029**

I. Policy Statement

The spouse and/or dependent child (children) of an eligible employee shall be qualified to receive a tuition reduction benefit if admitted to the College. The spouse and/or dependent child (children) of an administrative professional (exempt) employee, faculty or state classified employee who dies while an eligible employee shall continue to be eligible for this program until the dependent child reaches the maximum age for eligibility or, in the case of the spouse, until remarriage.

II. Reason for Policy

To outline the policy and procedures related to the tuition reduction benefit program.

III. Responsibilities

For following the policy: All employees

For enforcement of the policy: Director, Human Resources

For oversight of the policy: Vice President, Finance & Administration

For notification of policy: Policy Librarian

For procedures implementing the policy: Director, Human Resources

IV. Definitions

Dependent Children: Defined as natural, step, adopted or foster child under the age of 26 who is considered to be a "dependent".

Eligible Employee: All administrative professional (exempt), faculty and non-temporary state classified employees of 50% FTE or greater.

Termination of Eligibility: Separation of employment, except in the case of death, shall terminate eligibility for scholarships as of the end of the academic year in which the separation occurs.

Tuition Reduction Benefit: Twenty-five percent of in-state tuition.

V. Procedures

[Tuition Reduction Benefit Program](#)