



Elizabethtown College Employee Tuition Benefits Program

The following information is meant to provide some highlights of the employee tuition benefits program and does not serve as a comprehensive overview. For complete details regarding the program, please see the full policy in the employee handbook or contact Rich Caloiero, Assistant Director of Human Resources, at caloieror@etown.edu or x1109.

Full-time employees who work at least 37.5 hours per week and part-time employees placed in a regular, part-time position, 9-12 months, who are assigned at least 20 hours per week, are eligible for tuition benefits, as outlined below.

Undergraduate Tuition Remission for Employees, Spouses, and Dependents

After successful completion of the 6-month introductory period, full-time and part-time employees are eligible for 100% tuition remission for the traditional program, as well as all SGPS undergraduate programs. This benefit also extends to spouses and dependent children of full-time employees only.

Undergraduate Tuition Exchange for Dependent Children (for full-time employees only)

Upon completion of three years of full-time employment, tuition exchange is available to employees for the undergraduate education of dependent children. Tuition Exchange is a program through which dependent children of eligible College employees may apply for scholarships for undergraduate study at more than 500 participating colleges and universities.

Graduate Tuition Remission for Employees (Spouses and Dependents are eligible for a 25% discount)

After successful completion of the 6-month introductory period, full-time and part-time employees are eligible for 100% tuition remission for all SGPS graduate offerings with the following stipulations:

- A maximum of 18 credits annually for full-time employees and a maximum of 9 credits annually for part-time employees.
- Employees must agree to remain at Elizabethtown College for two years after completion of each course. If an employee voluntarily leaves employment before completing two years of continued employment following the completion of a course(s), the employee must repay 50% of the amount of the course(s) completed within the two years prior to their last day of employment.

Etown Edge

All employees are eligible for a 50% discount on any Edge certificates, bundles, or individual courses through a promotional code issued by SGPS. The other 50% may be paid:

- By the employee out of pocket at the time of purchase.
- Employees may talk to their direct supervisor or department head in order to seek approval for the department to pay the other 50%.