



		Policy Section:	Institutional Support
Policy Number:	5521-12	Policy Title:	Tuition Discount for Employees of Cairn Contractors
Original Effective Date:	4/1/05	Department:	Human Resources
Date Last Revised:	6/3/16		

Policy Statement:

It is the policy of Cairn University to provide tuition remission to assist in the education of Individuals who work on campus as regular staff members of companies contracted to provide services (such as food services), to the University on an ongoing basis. This policy is to be considered in conjunction with the Employee Tuition Remission policy 5521-03.

Purpose:

The purpose of providing tuition remission to certain Individuals, as described above, is to encourage employees of outsourcing firms to continue their service to the University thereby reducing turnover and increasing the effectiveness of the services provided.

Level of Benefit:

Individuals who meet the conditions described in the sections below are eligible for tuition remission from the University reducing their tuition costs to ½ of the total cost of the tuition. Tuition remission is extended to employees of outsourced firms as well as to their spouses and eligible dependent children. This benefit applies to tuition only, and not to other costs or fees.

Procedures:

1. Eligibility

- 1.1 Employees of firms providing outsourced services are eligible for the tuition benefit when the following conditions are met:
 - 1.1.1 The firm with which they are employed is providing services to the University on an ongoing contracted basis, with a current contract period of a minimum of one year.
 - 1.1.2 The individual has worked at Cairn as an employee of the firm on a full-time basis for at least one year as of the last day of the drop/add period for the semester in which s/he and/or his/her eligible dependents wish to use the remission benefit.
- 1.2 The tuition remission provided to eligible individuals will be the same as those offered to regular, part-time employees of the University as defined in the Employee Tuition Remission policy, 5521-03.
- 1.3 All other terms, conditions, dependent eligibility, and procedures outlined in the Employee Tuition Remission policy, 5521-03, will apply to the tuition remission benefit offered to eligible employees of Cairn.

President’s Cabinet Representative

Date