



Effective Date: July 1, 2011

Retired:

Revised:

Approved by: WAYNE J. RILEY, M.D., MPH, MBA, PRESIDENT AND CEO

Subject: Human Resources - Tuition Reduction For Employee's Children Policy

PURPOSE: To assist its employees in defraying the cost of financing the education of their children who choose to attend Meharry Medical College as full-time students.

POLICY: A full-time employee who has a minimum of five (5) years continuous employment at the College may apply for a tuition reduction not to exceed 50% of the annual tuition chargeable to his/her child.

PROCEDURE: Employees should submit an application for this program to the Office of Human Resources by May 1. Applications and additional information about the Tuition Reduction Program are available at the Office of Human Resources. The Benefits Manager will provide assistance with completing the form.

After taking into consideration all scholarship support, the maximum amount of tuition reduction for any given child of an employee shall not exceed 50% of annual tuition chargeable to his/her child, without regard to the fact that a particular student may have more than one parent who qualifies for this benefit.

This program provides an additional benefit to Meharry Medical College employees. Therefore, in accordance with federal tax law, the amount of tuition reduced under this program shall be chargeable annually to the employee as gross income and is not tax exempt.

This benefit shall be available to current full-time employees (faculty and staff) who have a minimum of five years of continuous employment and who have dependent children enrolled as full-time students in academic programs offered through the Meharry Medical College Schools of Medicine, Dentistry, and Graduate Studies and Research. Since Meharry does not have exclusive control over the amount of tuition charged to students in the School of Allied Health, this benefit is not available to employees whose children are enrolled in Allied Health Programs.



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This benefit shall cease at the time the employee leaves Meharry Medical College's employ or changes from full-time status to part-time status of employment. If an employee's status changes, the amount of the reduction will be prorated based on the amount of full-time employment during the current academic year.

Full-time employees are eligible to receive this benefit for a maximum of five years per child.

EXHIBITS: Tuition Reduction Form