

Employee Tuition Assistance Policy

1. POLICY STATEMENT/PURPOSE

Sonoran University of Health Sciences (Sonoran University) provides tuition assistance for eligible employees and their qualified family members to enroll in educational programs at Sonoran University.

2. HISTORY/BACKGROUND

This policy has been updated to provide employees and qualified family members tuition assistance for all the established degree programs and certificate tracks offered at Sonoran University. This policy does not apply to educational partnerships with external entities.

3. DEFINITION(S)

- a. **Eligible Employee:** a non-temporary benefits eligible Sonoran University employee working at least 32 hours a week. Excludes Federal Work Study/Student workers.
- b. **Qualified Family Member (QFM):** Spouse or domestic partner of a Sonoran University employee, or dependent child (biological, adopted, foster child, stepchild, or legal ward) of employee.
- c. **Credit:** a unit of academic value assigned to individual courses. For the purpose of this policy, the term credit is used as a unit of measurement.
- d. **Course:** Academic class offered by Sonoran University and listed in the catalog. This policy does not apply to continuing medical education units, special seminars, conferences, board review courses, or audited courses.
- e. **Program:** A predetermined series of courses in an area of study designed to culminate in and earned degree or professional certification.

4. SCOPE/KEY STAKEHOLDERS

This policy applies to Sonoran University employees and their qualified family members.

5. POLICY ITEMS

- a. Eligibility and tuition assistance amount is dependent upon length of service with Sonoran University.
 - i. Eligible Employees employed with Sonoran University for at least one year may take advantage of 25% tuition assistance.
 - ii. Eligible Employees employed with Sonoran University for three years may take advantage of 50% tuition assistance.
 - iii. Eligible Employees employed with Sonoran University for five years may take advantage of 75% tuition assistance.
- b. Eligibility and tuition assistance amounts for Qualifying Family Members is dependent upon Eligible Employee's length of service with Sonoran University.
 - i. QFM of employees employed at least three years may take advantage of 25% tuition assistance.
 - ii. QFM of employees employed at least five years may take advantage of 50% tuition assistance.

- c. Tuition Assistance descriptions for programs taken at Sonoran University.
 - i. Employee and Qualifying Family Member tuition assistance
 - 1. Admission for any program is contingent upon confirmation of eligibility by Human Resources, program space availability, and meeting all current program admission requirements.
 - 2. Employees and/or QFM who enroll in a program must meet all program admission and pre-requisite requirements as outlined in the course catalog.
 - a. To earn credit, programs/courses must be taken for a grade and require completion of all course requirements as indicated in the course syllabus.
 - b. This benefit may only be used once per program/course. Full tuition will be charged for retaking a failed course.
 - c. Documented exceptions to academic qualifications may be granted by the dean of the program.
 - 3. To continue the benefit quarter by quarter, students must remain in good academic standing.
 - 4. Tuition assistance is for the program cost only. The employee and/or QFM is responsible for program fees, technology fees, books, and payment of all other non-tuition costs and fees.
 - 5. If the eligibility for either the employee or QFM changes (divorce, employment ends at Sonoran, etc.) before the first day of classes the student will be responsible for the full tuition.
 - 6. If the eligibility for either the employee or QFM changes (divorce, employment ends at Sonoran, etc.) after classes begin the tuition reduction will continue for the remainder of the quarter. Full tuition will be charged the following quarter.
 - 7. Employee and/or QFM are responsible for any tax reporting and any associated tax liability. Employees are encouraged to consult their tax advisor.
 - 8. Employee and/or QFM must take courses for credit and be enrolled as a degree seeking student.
 - d. Administration
 - i. The charges from registration generated from enrollment and subsequent payment will be tracked by the Business Office.
 - e. This policy can be paused or discontinued based on the needs of Sonoran.

6. RESONSIBILITY FOR IMPLEMENTATION

The Human Resources Department will implement and monitor this policy, in conjunction with the Business Office, Registrar's Office, and Academic Affairs.

7. RELATED DOCUMENTS

8. NEXT REVIEW DATE

9. POLICY AUTHOR/CONTACT

Human Resources, Bernadette Paley

10. REFERENCES

11. VERSION CONTROL AND CHANGE HISTORY

Version	Approved or Reviewed by	Date Approved	Date Effective	Amendment Information
1	President's Council	3/27/13	3/27/13	
2	Policy Owner			Reviewed 5/28/20
3	President's Council	10/23/24	10/23/24	Rewrite that added all educational programs at Sonoran and updated branding