

APPENDIX J

POLICY REGARDING EDUCATION BENEFITS FOR OBU EMPLOYEES

(Effective 08/01/95 approved by the
OBU Board of Trustees, 07/07/95, modified August 1, 1997))

Oklahoma Baptist University provides certain education benefits for its employees to (1) assist an employee in obtaining a college education and/or in acquiring college courses which will enhance the employee's job performance and (2) assist an employee in funding the cost of college education for his/her spouse and/or his/her children who are dependent upon the employee-parent for financial support.

Summary of benefits provided under this policy:

I. Employees

1. contract employees (full-time faculty and administrative staff): undergraduate tuition and appropriate fees (specifically, General, Auto Registration, Concert/Lecture Series, Geiger Center, Computer Lab, Library, SGA) will be paid by OBU. Employee will pay all other required fees.
2. full-time hourly employees with more than 5 years service: undergraduate tuition and fees as specified in I.1. will be paid by OBU. Employee will pay all other required fees.
3. full-time hourly employees with fewer than 5 years service: undergraduate tuition for one course per semester and appropriate fees as specified in I.1. will be funded by OBU. For additional courses, OBU will provide a 15% discount on undergraduate tuition charges; employee will pay 85% of tuition cost. Employee will pay all required fees other than those specified in I.1.

Note: An employee who takes courses at OBU must have permission from his/her supervisor if the courses conflict with the employee's regular work schedule. If the employee's schedule permits him to take a full load, OBU will pay for a maximum of 16 hours in the fall or spring semesters or 4 hours in January Term or a total of 8 hours during the summer terms.

Effective August 1, 1997, employees who are otherwise eligible to take multiple classes will be limited to three hours of course work per week during normal work hours. (Typically 8 a.m. to 5 p.m.) Employees are required to make up class time, unless the course is required by an employee's supervisor for the improvement of skills for the specific job the employee performs. Restrictions regarding the number of courses will not apply to courses offered outside an employee's normal work day. Under this policy, most employees will not be eligible to take summer school or J-term classes.

II. Spouses of Employees

1. spouses of contract employees (full-time faculty and administrative staff):

undergraduate tuition and the Auto Registration, Concert/Lecture Series, Geiger Center, Computer Lab, and Library fees will be paid by OBU. Spouse will pay General Fee and all other required fees.

2. spouses of full-time hourly employees with more than five years service: undergraduate tuition and the fees specified in II.1. will be paid by OBU. Spouse will pay General Fee and all other required fees.
3. spouses of full-time hourly employees with fewer than five years service: a 15% discount on undergraduate tuition and 100% of the Auto Registration, Concert/Lecture Series, Geiger Center, Computer Lab, and Library fees will be paid by OBU. Spouse will pay 85% of tuition, all of the General Fee, and all other required fees.

Note: For the purposes of this policy, a "spouse" is defined as the legally-married husband or wife of an OBU employee. The tuition benefit provided by OBU may not exceed the cost of 16 hours in the fall or spring semesters or 4 hours in January Term or a total of 8 hours during the summer terms. There shall be no limit on the cumulative number of hours which the spouse of a qualified employee may take under the above-named guidelines. A spouse applying for the OBU education benefit must complete an OBU Scholarship Application each year.

III. Dependent Children of Employees

1. dependent children of contract employees (full-time faculty and administrative staff): undergraduate tuition will be paid by OBU. Student will pay all fees.
2. dependent children of full-time hourly employees with more than 5 years service: undergraduate tuition will be paid by OBU. Student will pay all fees.
3. dependent children of full-time hourly employees with fewer than 5 years service: 15% discount on undergraduate tuition will be paid by OBU. Student will pay 85% of tuition cost and all fees.

Note: For the purposes of this policy, a "dependent child" is defined as a qualified OBU employee's unmarried son or daughter who is less than 24 years old and is dependent upon his/her employee-parent for financial support. This means that the employee-parent claims the child as an exemption on his/her income tax return.

OBU will issue a "certificate of education benefit entitlement" to dependent children of qualified employees upon the employee-parent's application for said benefits when (1) the child graduates from high school or (2) the employee-parent becomes eligible for said benefits. The "certificate of entitlement" will define the child's eligibility for OBU education benefits, including application to tuition-reciprocating institutions.

OBU will fund the undergraduate tuition benefit for a dependent child of a qualified employee up to a maximum of 16 hours in fall or spring semesters or 4 hours in the January Term or a total of 8 hours

during the summer terms.

The tuition benefit will be provided from various OBU gift aid sources which OBU funds or administers for which the recipient is eligible, i.e. faculty/staff dependent benefit, Academic Merit Scholarship, Church Vocation Scholarship, OBU's portion of the Partnership Scholarship, etc. The cost of tuition is the maximum amount of OBU-funded or administered gift aid which a recipient of OBU employee education benefits may receive. The recipient may apply to his/her other costs of enrollment (fees, room, board, books) those funds received from outside funding sources, i.e. OTAG, Pell Grant, a church's portion of the Partnership Scholarship, loans, etc. Under no circumstances will gift aid sources which OBU funds or administers go beyond the cost of tuition. (The dependent child of a qualified employee has the option to accept larger awards through other scholarship programs, such as the Presidential Merit Scholarship, or a combination of such other OBU-funded or administered gift aid for which he/she qualifies instead of the faculty/staff education benefit.)

Dependent children of qualified employees who receive OBU education benefits must file an OBU Scholarship Application each year.

The education benefit for dependent children of qualified employees will be extended for enrollment in a maximum cumulative total of 136 credit hours which must be taken in a maximum of eight regular (fall, spring) semesters and whatever combination of other terms will be required within the maximum hour limit and age limit. The cumulative total includes credit hours earned at OBU and credit hours earned at other institutions. Educational benefits will cease at the time the dependent child earns a college degree, whether or not he/she has acquired 136 hours at OBU.

Should a student who is receiving the Faculty/Staff Education Benefit Scholarship be disqualified for the benefit because of marriage (loss of dependent status) or because his/her parent is no longer qualified to receive the benefit (no longer employed by OBU or retired), that student may apply for any OBU-funded scholarships for which the student was eligible at the time the student first enrolled at OBU, i.e. Academic Merit Scholarship, Church Vocations Scholarship, Talentship, etc. The student must meet criteria required for maintaining such scholarships.

Concurrent Enrollment

To qualify for an Employee Education Benefit tuition scholarship for concurrent enrollment, the student must be an eligible senior in high school, recommended by his/her high school counselor, and eligible for admission to the concurrent program at OBU.

Hours earned through concurrent enrollment shall be counted as part of the 136 hour total provided for dependent children as defined in III. above.

Part-time Employees

Education benefits for dependents of part-time employees will be provided for those employees with long-term service to the University. These benefits will be provided for those persons who have been employed continuously for at least five (5) years in at least a half-time capacity (1040 hours per year). The amount of benefit will be as follows:

5 years	25% benefit
10 years	50% benefit

15 or more years 75% benefit (maximum)

Graduate Programs

The OBU Employee Education Benefit Program is limited to undergraduate courses offered by OBU and does not apply to graduate programs developed by the university.

Appeals

Appeals for cases which are not defined by the policy or which appear to be exceptional in nature may be made in writing to the President of Oklahoma Baptist University. Appeals will be reviewed and determined by a committee comprised of the President and the two Senior Vice Presidents.