



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 Etown employees who work at least 1462.5 hours per year are eligible for tuition benefits, as outlined below.

Undergraduate Tuition Remission for Employees, Spouses, and Dependents

Employees, spouses, and dependents are eligible for 100% tuition remission for the traditional program, as well as all SGPS undergraduate programs, after successful completion of the employee's introductory period (6 months).

Undergraduate Tuition Exchange for Dependent Children

Upon completion of three years of employment, tuition exchange is available to eligible 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

After successful completion of the 6-month introductory period, employees are eligible for 100% tuition remission for all SGPS graduate offerings with the following stipulations (effective January 1, 2022):

- A maximum of 9 credits annually. Employees exceeding 9 credits annually would be eligible for 50% tuition remission.
- Employee agrees to remain at Elizabethtown College for two years after completion of each course. If an employee voluntarily leaves employment before completing two years of service, the employee must repay 50% of the amount of the course(s).

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%.