POLICY AND PROCEDURE

TITLE:	Tuition Scholarship for Master's Programs

POLICY STATEMENT:

Goodwin University supports its employees, and other members of the Goodwin community, in the achievement of their academic goals. The University has established a scholarship program to provide full tuition remission to its eligible full-time employees (excluding selective admissions programs), and 50% tuition remission to eligible part-time employees including adjunct faculty as well as spouses and dependents. If an employee's spouse or dependent enrolls in a cohort they will receive a 50% tuition scholarship for the duration of their time in the program (provided they maintain continuous enrollment). This 50% scholarship may not be available for new enrollees in future semesters.

PROCEDURE DETAILS:

In order to ensure a rich academic experience within each cohort, spaces for full-time Goodwin University employees may be limited to 25% of each cohort. In the event that the number of eligible full-time employees exceeds the amount of space available, the University will award spaces based on a number of factors, including but not limited to organizational need and length of employment. There is no space limit for other eligible members of the Goodwin community.

The scholarship is a tuition-only scholarship that also covers applicable program fees. Prior to receiving this scholarship, the recipient must be accepted for admission to the program and formally request scholarship consideration by sending an email to the SVP of Human Resources. If the recipient wishes to apply for federal, state or private financial aid, the amount of the scholarship awarded will be the difference between the financial aid received and the program's tuition and fees. Books and program supplies are the responsibility of the student. Professional development money cannot be applied to cover these fees.

Employee Eligibility:

- Must have completed at least six months of continuous service.
- Must remain in active employee status
- Must follow registration guidelines as set forth in the Goodwin University Catalog.
- Must meet admissions requirements and receive formal acceptance into the program.
- Must agree to and sign the service requirement agreement, which states that you must provide the University an additional year of service for each year that they are in the master's program.
- Cannot schedule classes during normal working hours without prior written approval from his/her supervisor and department Vice President.

Spouse Eligibility:

- Sponsoring eligible employee must have completed at least six months of continuous service.
- Sponsoring eligible employee must remain in active employee status for the duration of the program
- Must be a current, legal spouse of the eligible employee at the beginning of the semester.
- Must follow registration guidelines as set forth in the Goodwin University Catalog.

Dependent Eligibility:

- Sponsoring eligible employee must have completed at least six months of continuous service.
- Sponsoring eligible employee must remain in active employee status for the duration of the program
- Must be a legal dependent child of the eligible employee, per FAFSA guidelines, at the time of his/her initial class registration. In the event that there is a break in enrollment, dependent eligibility will be based on the student's current age.
- Must follow registration guidelines as set forth in the Goodwin University Catalog.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☒ STAFF HANDBOOK

☒ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

Definitions:

Spouse: Spouse means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including "common law" marriage and same-sex marriage.

Dependent Child: A Dependent student is defined by FAFSA regulations. If a student is deemed dependent at the beginning of his/her program, and is progressing consistently and successfully, Goodwin University will continue to allow tuition remission for this dependent to complete his/her program of study even if the student's dependency status changes before completion of that program of study.

Offices Directly Affected by the Policy: Human Resources, Business Services, Enrollment, Registrar

History:

Reviewed August 2018
Reviewed September 2019
Reviewed January 2020
Revised July 2025

Effective Date:	September 1, 2017
Responsible Office (only one):	Human Resources
Review Date:	Annually