



EWTN

Global
Catholic
Network

EDUCATIONAL ASSISTANCE PROGRAM CATHOLIC DISTANCE UNIVERSITY Effective July 1, 2017

Objective:

EWTN supports employees who wish to continue their education in the Catholic faith and/or to increase effectiveness within their professional careers, while contributing to EWTN's mission of communicating the teachings of the Catholic Faith.

To further these objectives, EWTN has established an Educational Assistance Program with Catholic Distance University (CDU). This program will pay for approved courses, seminars, certificates and degrees taken through CDU only.

Eligibility:

- ❖ All regular full-time employees actively working a minimum of 30 hours per week, are eligible to receive the tuition benefit described below.
- ❖ Part-time employees actively working a minimum of 16 hours per week, are eligible to receive the tuition benefit described below.
- ❖ Eligible after 90 days of employment.
- ❖ Employees on active duty (no new enrollments during a Leave of Absence).

Tuition Benefit:

Regular full-time employees enrolled in **academic** courses (i.e. graduate and undergraduate programs, courses and certificates) will receive the tuition benefit up to a maximum of \$5,000 per fiscal year (July 1 – June 30) for approved courses through CDU.

Regular full-time employees enrolled in **non-credit** continuing education courses will receive the tuition benefit up to a maximum of \$2,500 per fiscal year for approved courses through CDU.

Regular part-time employees will receive the tuition benefit up to a maximum of \$2,500 per fiscal year for approved courses through CDU.

- ❖ Education may include college credit courses, degree programs, certificates, and continuing education courses and seminars.
- ❖ Tuition benefit includes:
 - Tuition
 - Technology fee
 - Final exam fee
 - Noncredit certification (processing fee)

- ❖ Tuition benefit does **not** include:
 - One-time application fee of \$25.00 for academic programs/courses/certificates (fee not applicable for continuing education seminars and certificates)
 - Books
 - Computer equipment or supplies
 - Late registration or late payment fees
 - Program extension fees
 - Transcripts from other educational institutions
 - Prerequisite test fees
 - Any fees other than those described above
- ❖ Courses, seminars and programs must be discussed and approved as outlined below **prior** to registration.
- ❖ Must obtain a passing grade of “C” for academic courses and/or “Pass” for other courses/programs. If a passing grade or “Pass” is not achieved, employee will not be eligible to enroll in another course for one year.
- ❖ Withdrawal from a course: If an employee must withdraw from a course, it must be done within the approved CDU timeframe for reimbursement and they must notify Human Resources of the reason for withdrawal. If the reason is not approved, the employee will not be eligible to enroll in another course for one year.
- ❖ Course work must be completed on personal time/equipment and cannot interfere with work and/or job performance.
- ❖ Employee must follow the approval process below in order to be eligible for payment of the class. If approval process is not followed, employee will be responsible for costs incurred.

Procedure:

The process and procedure is outlined below:

- ❖ Employee completes the appropriate Educational Assistance Form (Academic or Continuing Education) and forwards to Human Resources.
- ❖ Human Resources reviews against eligibility/criteria and approves.
- ❖ Form is forwarded to Chief Executive Officer for approval.
- ❖ Human Resources processes the request and provides employee with the information necessary for registration with a copy to the manager.
- ❖ If applicable, employee will submit a one-time application fee of \$25.00 to CDU via the website (www.CDU.edu - Admissions – Apply To Program – Online Application).
- ❖ Employee enrolls in the course and Human Resources works with CDU to coordinate payment for approved courses.
- ❖ After completion of the course, employee provides evidence of a passing grade or certification to Human Resources. Human Resources coordinates any final payments to CDU, notifies employee and manager of completion and places a copy in the employee file.
- ❖ Note: this program will be assessed periodically and EWTN will make modifications as necessary.