

CONCORDIA COLLEGE

Policy and Procedure Manual

**Subject: Concordia Language Villages
Tuition Discount
Section: Benefits
Number: 3.5**

**Effective Date: September 1, 2008
Applies To: Benefitted Faculty,
Administrative and Support staff**

Purpose

Concordia College's Language Village tuition discount benefit provides opportunities for language development for dependent children of eligible employees in the summer youth programs.

Policy

Dependent children of Concordia College benefitted employees with at least a half-time status, are eligible for a Language Village tuition discount. The discount can be applied to one youth residential summer program (subject to availability), per calendar year, per dependent. This discount is not available for study abroad for high school credit, day camps, family sessions, Village Weekends and Concordia Global Seminars, including Global Language Villages.

An option to send a child for a second summer youth session, during the calendar year, under the discount program may be available if there is still an opening (as determined by the director of summer programs) and the dependent has attended less than four weeks of programming.

The tuition discount program parallels the Concordia College tuition waiver schedule and is granted as follows:

Full-Time Employees = 1.0 FTE	Part-Time Employees = .99 FTE or less
1 st Year – no discount	1 st Year – no discount
2 nd Year – 23% discount	2 nd Year – 23% x FTE
3 rd Year – 45% discount	3 rd Year – 45% x FTE
4 th Year – 68 % discount	4 th Year – 68 % x FTE
5 th Year – 90% discount	5 th Year – 90% x FTE

The tuition discount is based on the portion of registration fees that is apportioned to tuition only. There will not be a discount for the portion of the registration fee to cover room and board, transportation or other like expenses. The Language Village registration fees are comprised of 80% tuition and 20% room and board. To receive the discount, an employee must be employed at the time the dependent attends the Language Village summer youth session.

Procedures/Guidelines

To qualify for the tuition discount a dependent must meet the following eligibility requirements:

Dependents are defined as those unmarried children, 18 years of age or under, and child is primarily dependent upon employee for financial support.

Children include:

- Natural or legally adopted children;
- Stepchildren if:
 - a. They have a permanent parent-child relation with you; and

- b. You claim them as tax dependents for the previous year tax return; and they are a dependent as defined above.

The discount in effect prior to the start of the summer session will apply. To continue to qualify for the discount for the summer session, an employee must remain employed during the length of the summer session. In the event an employee separates from employment prior to the end of the session, the discount will be forfeited.

The parent can apply for the tuition discount by completing the Language Village Tuition Discount form and forwarding to Human Resources. Human Resources will verify employment and forward the form to the registration department of Concordia Language Villages. The Language Village registration department will apply the discount as appropriate.

History: Approved 06/30/2008; Effective 09/01/2008

Source:
President's Cabinet