



## Cross Registration Policy for Employees & Spouses

A full-time employee, and spouse,\* of a member institution of the Lehigh Valley Association of Independent Colleges (LVAIC) may enroll in two undergraduate courses each semester at any LVAIC member institution without paying tuition for that course. Any special fees normally charged by the host institution to its employees, or spouses, also will be charged to employees, or spouses, of the member institutions.

Each host institution will determine whether or not the person making application qualifies under the institution's admissions standards applicable for such purpose. Employees, or spouses, from other institutions will be admitted only if space in the course desired is available after all regular students, and employees and spouses from the home institution have had an opportunity to register.

Faculty and staff are permitted to cross register for a maximum of two courses for the entire summer period. All normal exclusions and procedures of the fall/spring terms are applicable, and are expanded to exclude designated programs, such as off-campus field experiences, study abroad, and any other program identified by the host institutions. Summer cross-registration is **not** available to spouses of faculty/staff.

This policy does not apply to courses offered in a January term, or to the Muhlenberg College Accelerated Degree Completion Program.

Tuition reimbursement between institutions for employees, and spouses, shall be approximately 1/6<sup>th</sup> of the average LVAIC per credit tuition rate, and will be reviewed from time to time, with recommendations for change to be considered and approved by the Board of Directors.

\*Note: a spouse *may* be defined as a "domestic partner" – as defined in the personnel policies of individual member institutions. Eligibility for "domestic partners" to cross register through this program is governed by the policies of the host institution, as it relates to recognition of, and benefits extended to, "domestic partners" at that institution. As such, in the event that the personnel policies of the host institution do not recognize "domestic partners" and/or do not extend benefits to "domestic partners," such individuals will be ineligible for cross-registration at that institution

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