

**POLICY & PROCEDURES MANUAL**

**WAYLAND BAPTIST UNIVERSITY**

**Classification Number: 2.3.3**

**Reviewed: August 14, 2017**

**SUBJECT: EMPLOYEE'S SPOUSE AND DEPENDENTS REGISTERING AS STUDENTS**

Faculty/Staff Scholarships covering up to 30 credit hours per year are given to the spouse and/or unmarried, immediate, dependent child or children of all regular, full-time employees of the university. "Dependent" is defined according to guidelines found in the FAFSA (Free Application for Federal Student Aid) available in the Student Financial Aid Office or at <http://fafsa.gov/>.

If both spouses are full-time WBU employees, each individual is allowed only one course per term. However, children meeting the definition of "dependent" according to FAFSA, which are also full-time WBU employees, may receive the 30-hour faculty-staff scholarship per year. For purposes of this policy, a regular full-time employee is one who:

1. Teaches twenty-four (24) semester hours at the Plainview campus or thirty-three (33) semester hours online or at an external campus in a given twelve month period,
2. Is employed for **37.75 (external campuses: 37.50)** or more hours per week for a twelve month period,
3. Is employed under a full-time administrative contract, or
4. Is employed under a contract where teaching and/or administration and/or hourly employment is equivalent to full-time employment.

