

April 3, 2020

Tuition Work Credit Policy – COVID-19

In lieu of the effects of COVID-19, the following Tuition Work Credit Policy applies for the Spring 2020 semester effective March 15, 2020.

Students who were participating in Blackburn College's Work Program during the Spring 2020 semester will receive their full tuition work credit of \$2,500 for the semester. All 160 work hours were scheduled to be fulfilled within the 16-week period; therefore, per the Department of Education COVID-19 guidelines, each student will earn their full tuition work credit for the semester.

Students who had received approval from the Work Office in the Fall 2019 semester to rollover unworked time (aka undertime) to the Spring 2020 semester will be made whole on their tuition work credit for the spring term as the student had previously scheduled to make-up the unworked in addition to the spring semester work requirement prior to the COVID-19 pandemic outbreak.

Students that are/were participating in their student-teaching semester and are no longer able to fulfil their work hours due to the mandated closing of Illinois public and private K-12 schools by Governor Pritzker will receive full tuition work credit for the Spring 2020 semester of \$2,500. Subsequently, any student operating under the Semester Career Option while actively enrolled in an internship will be credited for any time the student was unable to work, similar to the student-teacher candidates.

Students that are continuing to provide "essential work" to the campus, either remotely or physically, will receive their full work tuition credit for the semester. *The "essential work" students, doing work beyond the tuition credit, will be logging their hours weekly in the eSelfServe system, the Work Office will contact students with clock-in instructions.* All other students who are not working will no longer need to log in for the remainder of the Spring 2020 semester, any hours after March 15, 2020 will be credited to students in eSelfServe by the Work Office.