

3.13 Tuition Remission

The University recognizes that the skills and knowledge of its employees are critical to its overall success. The tuition remission program encourages personal development through formal education at the University so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the University. In certain circumstances tuition remission benefits are also applicable to certain dependents (as defined for federal income tax purposes), age 24 and younger, of an eligible employee.

Except to the extent an applicable CBA provides otherwise, the University currently provides undergraduate tuition remission to eligible employees in accordance with eligibility requirements outlined below:

Employee Group(s)	Eligibility Date	General Requirements (for all)
Regular Full Time Administrative, Faculty, and Professional	Date of Hire	Employee's work schedule must be approved by the employee's supervisor prior to enrollment and not interfere with regular work schedule.
Secretarial/Clerical, Maintenance, Housekeeping, and Public Safety	After 12 months of Regular Full Time Employment	Dependents of employee must be 24 years old or younger. Proof of age, e.g., birth certificate and proof of dependency – most recent IRS form and if pertaining to stepchildren, marriage certificate, must be presented with application.

This program applies only to undergraduate course fees, not graduate course fees. In addition, graduate students, who are otherwise eligible University employees or dependents, enrolled in undergraduate courses and earning undergraduate credits that will not be applied to their graduate degree will not be required to pay undergraduate tuition and fees for such courses. If the credits are applied to the graduate degree, however, then the employee or dependent will pay graduate tuition and fees. Undergraduate students enrolled in graduate courses and earning graduate credits will pay graduate tuition and fees without remission.

NOTE: Room, board, supplies (including books), and any other fees associated with academics are not included in the remission of tuition plan. This benefit covers the cost of undergraduate classroom instruction only.

In the event that tuition remission and any University scholarships in combination exceed the eligible student's charges, only the balance of the account will be covered consistent with the appropriate policy governing the use of those awards. When employees or their dependents are eligible for Financial Aid (including remission) and they are eligible for state/federal student assistance, award packaging will be governed by prevailing state/federal guidelines.

The *Application for Remission of Tuition* form may be downloaded from the University's website or obtained from HR - Benefits. Proper approval signatures must be obtained before full remission of tuition benefits can be recorded.