

# Policies and Procedures

<i>SECTION:</i> <b>Administration</b>	<i>NO.</i> <b>2.2.12.</b>				
<i>CHAPTER:</i> <b>Human Resources</b>	<i>ISSUED:</i> 1967	<i>REV. A</i> 9/11/96	<i>REV. B</i> 12/5/98	<i>REV. C</i> 12/12/02	<i>REV. D</i> 9/1/04
<i>POLICY:</i> <b>Tuition Remission</b>	<i>PAGE</i> 1 <i>OF</i> 3				

## I. PURPOSE:

The purpose of this policy is to outline policies and procedures for utilizing Creighton University's tuition remission benefit.

## II. SCOPE:

Specific eligibility for and administration of tuition remission benefits are shown in the table on page 2 of this policy. Please note: All service (employment) requirements for eligibility are "benefit-eligible" service. Participation in the tuition remission program may begin with the first semester or summer session following completion of the service requirement.

## III. POLICY:

- A. Students must first be accepted through the established procedures within their chosen college or school. Acceptance as a student does not guarantee remission of tuition nor does eligibility for tuition remission guarantee admission as a student. In addition, participation in the tuition remission program does not ensure the award of a degree.
- B. Applications for tuition remission must be received in the Human Resources Department not later than the applicable semester's/summer session's first official day of class as determined by the University's Registrar. Applications received after this date will not be processed. Note: Placing the tuition remission application in the mail (inter-campus or the U.S. Postal Service) does not constitute being received within the Human Resources Department. If you have concerns regarding the timely receipt of the application, it should be hand carried to the Human Resources Department.
- C. An administrative fee is assessed each semester or summer session for each participant in the tuition remission program.
- D. To remain eligible for tuition remission, the student must remain in good academic standing as determined by his/her academic Dean. A student who fails to maintain the required academic standing becomes ineligible for continued participation in the tuition remission program. This ineligibility will continue for whatever period is needed to bring his/her academic record back into compliance. During that period, the student is responsible for all costs of his/her education.
- E. Use of the tuition remission benefit applies only to the following schools, colleges and University programs:

Arts and Sciences	Business Administration	University College
Nursing (BSN only)	Graduate School (see Note)	Summer Sessions

Note: Graduate School tuition remission is available for active employees only. The value of Graduate School tuition remitted may be considered taxable income to the employee in accordance with Internal Revenue Service (IRS) regulations.

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- F. The tuition remission program is administered according to the following table. **Note: Bolded areas within the table apply only to employees with an initial employment date or re-employment date prior to October 1, 2004:**

If the participant in the tuition remission program is a:	then the waiting period is:	and the tuition remission benefit is:	Your total maximum credit hour limit is:
<b>Full-time employee</b>	<b>No waiting period</b>	<b>100%</b>	<b>None (see Note 1)</b>
	6 months of consecutive full-time employment		None (see Note 1)
Part-time employee	5 years part-time service	33 1/3%	None (see Note 2)
Retired full-time employee	No waiting period	100%	None (see Note 1)
<b>Spouse/dependent child of a full-time employee</b>	<b>3 years of equivalent full-time service</b>	<b>100%</b>	<b>136 undergraduate credit hours (see Note 4)</b>
	3 years consecutive full-time service	50%	136 undergraduate credit hours (see Note 4)
	4 years consecutive full-time service	75%	136 undergraduate credit hours (see Note 4)
	5 years consecutive full-time service	100%	136 undergraduate credit hours (see Note 4)
Spouse/dependent child of a part-time employee	5 years part-time service	33 1/3%	136 undergraduate credit hours (see Note 4)
Spouse/dependent child of a retired full-time/part-time employee	No waiting period	100% / 33 1/3%	136 undergraduate credit hours (see Note 4)
Spouse/dependent child of a totally disabled full-time/part-time employee	10 years service (see Note 3)	100% / 33 1/3%	136 undergraduate credit hours (see Note 4)
Spouse/dependent child of a deceased full-time/part-time employee	10 years (see Note 3)	100% / 33 1/3%	136 undergraduate credit hours (see Note 4)

Note 1: Participation is limited to the monetary value of two courses per semester or combined Summer Sessions.

Note 2: Participation is limited to the monetary value of one course per semester or combined Summer Sessions.

Note 3: The disabling condition or death must have occurred while the individual was actively employed by the University.

Note 4: Tuition expenses beyond 136 undergraduate credit hours will be at the student's own expense. This 136 undergraduate credit hour limit includes all courses completed or attempted where the University's tuition remission budget has paid for the course(s) (e.g., withdrawals past the official "drop/add" date and course(s) re-taken due to failure, incomplete, etc.) as well as courses completed or attempted as part of the FACHEX and Tuition Exchange programs.

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- G. The following are not included in the tuition remission program: Independent Study Program offered through University College; Accelerated Nursing Program; Advanced Placement courses taken by current high school students; and Travel Courses.
- H. Within the description of tuition remission benefits available for a dependent child, “dependent” refers to the employee’s child, step-child or adopted child, under age 24 (Note: employees with an initial employment date or re-employment date prior to October 1, 2004, may receive tuition remission for his/her dependent child under age 25) who has never been married, and who is qualified to receive a “qualified tuition reduction” under the IRS Code. The University may request evidence of such qualification.
- I. A “retiree” is defined as an employee who has reached age 60 with a minimum of ten years’ benefit-eligible service.
- J. Upon a dependent child’s initial participation in the tuition remission program, and annually thereafter, he or she is required to apply for federal financial aid (excluding loans) with the University’s Student Financial Aid Office. Outside grants and scholarship awards will be applied to tuition first, unless otherwise directed by the funding source. The tuition remission benefit will then be applied to the tuition balance as part of the total financial aid package.
- K. An employee may attend courses during work hours with the approval of his or her immediate supervisor. Lost work time resulting from class attendance must be made up.
- L. The University’s Registrar Office administers the Faculty and Staff Children’s Exchange (FACHEX) and Tuition Exchange Programs. A dependent child eligible for 100% tuition remission may apply for participation in these programs. An annual participation fee is assessed for each dependent child receiving a Tuition Exchange Scholarship. This fee is collected by the Registrar’s Office.
- M. Registration and fees for participants in the tuition remission program are the same as for other students. Any financial charges that the employee or their spouse/dependent child has incurred from previous terms must be paid in accordance with established Business Office procedures prior to any usage of tuition remission for the upcoming term. Tuition remission will not be granted retroactively.

### **IV. PROCEDURES:**

Applying for tuition remission is a procedure separate from admission to the University. The application form for tuition remission may be obtained from the Human Resources Department or at [www.creighton.edu/HR/](http://www.creighton.edu/HR/).

### **V. AMENDMENTS OR TERMINATION OF THIS POLICY:**

Creighton University reserves the right to modify, amend or terminate this policy at any time.