

# ***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>REV. E</i> 4/8/11
<i>POLICY:</i> <b>Tuition Remission</b>		<i>PAGE 1 OF 4</i>				

## **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.

## **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. Employees who are rehired on or after October 1, 2004, must reestablish eligibility by meeting the service requirements as outlined in the table on page 2 of this policy.
- C. Participation in the tuition remission program may begin with the first semester or summer session following completion of the service requirement.
- D. 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.
- E. A "retiree" is defined as an employee who has reached age 60 with a minimum of ten years' benefit-eligible service.
- F. An administrative fee is assessed each semester or summer session for each participant in the tuition remission program. Registration and other fees for participants in the tuition remission program are the same as for other students and are in addition to the tuition remission administrative fee. As fees periodically change, visit the Business Office website for the most current information. 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.

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G. The tuition remission program is administered according to the following table:

<b>Current Employment Status:</b>	<b>Remission Benefit:</b>	<b>Waiting Period:</b>	<b>Credit Hour Limit:</b>
Full-time (note 5) Employee <b>with continuous benefit eligible service beginning before 10/1/2004</b>	100% remission for self/spouse/dependent child	None	No credit limit for self (note 1) 136 undergraduate credit hours for spouse and/or dependent child (note 4)
Full-time (note 5) Employee	100% remission for self	6 months consecutive full-time (note 5) employment	No credit limit (note 1)
	50% remission for spouse/dependent child	3 years consecutive full-time (note 5) employment	136 undergraduate credit hours (note 4)
	75% remission for spouse/dependent child	4 years consecutive full-time (note 5) employment	
	100% remission for spouse/dependent child	5 years consecutive full-time (note 5) employment	
Adjunct faculty and part-time staff (note 6)	33-1/3% remission for self/spouse/dependent child	5 years consecutive employment	No credit limit for self (note 1) 136 undergraduate credit hours for spouse and/or dependent child (note 4)
Retiree	Self/spouse/dependent child (note 2)	None	
Disabled Employee with 10 years of benefit eligible service (note 3)	Self/spouse/dependent child (note 2)	None	
Deceased Employee with 10 years of benefit eligible service (note 3)	Spouse/dependent child (note 2)	None	136 undergraduate credit hours for spouse and/or dependent child (note 4)

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

**Note 2:** Amount of remission benefit is determined when the benefit is received, based on the current policy then in force.

**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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**Note 5:** For Tuition Remission purposes, full-time is defined as: For members of the faculty, full-time is defined by the terms of their faculty contract. For members of the staff, full-time is defined by their full-time equivalent (FTE) percent. The FTE percent must be equal to or greater than 75% (annual scheduled hours equal to or greater than 1,560).

**Note 6:** For Tuition Remission purposes, part-time is defined as: For members of the faculty, eligibility for part-time remission benefits is defined by the percentage of work load as stated in their faculty contract. For members of the staff, eligibility for part-time remission benefits is defined by their full-time equivalent (FTE) percent. The FTE percent must be equal to or greater than 50% (annual scheduled hours equaling 1,040 up to 1,559).

H. To remain eligible for tuition remission, the student must:

- remain in good academic standing as determined by his/her academic Dean
- maintain a minimum cumulative QPA of 2.3 beginning with the end of sophomore year. QPA's will be reviewed at the end of each academic year.
- maintain satisfactory progress toward a degree, meaning: a) the student has acquired a minimum of 24 credit hours after one academic year, 48 credit hours after two academic years, and 72 credit hours after three academic years, and b) the student, by the start of the third academic year, has declared in writing a specific degree in a major program of study and successfully completes a reasonable number of courses in that program each semester thereafter.
- not be on disciplinary probation or suspension at Creighton University, as defined in the Student Discipline Policies and Procedures in the Creighton University Student Handbook.
- not be on disciplinary probation, suspension or expulsion as a result of non-academic misconduct at any other institution of higher education.

A student who fails to maintain the above requirements will become ineligible for continued participation in the tuition remission program. This ineligibility will continue for the period of time necessary to bring his/her academic and or conduct record back into compliance, and/or to satisfactorily complete the suspension or probationary period, and any requirements imposed as part of the sanctions. During that period, the student is responsible for all costs of his/her education.

- I. 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. Some programs in the Graduate School are excluded from coverage under tuition remission. See HR website – Tuition Remission for further information on these exclusions. In addition, the value of Graduate School tuition remitted may be considered taxable income to the employee in accordance with Internal Revenue Service (IRS) regulations.

- J. 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; the Doctorate of Education (Ed.D) in Leadership; and Travel Courses.

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- K. 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.
- L. 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.

If the student is eligible for both tuition remission and an internal financial aid award, the student will only receive the larger of the two. For example, if a student has earned a 50% merit scholarship and is eligible to receive a 75% tuition remission benefit, the student would receive the tuition remission benefit because it is the larger of the two and be responsible for the remaining 25%.

- M. 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.

## **IV. PROCEDURES:**

Applying for tuition remission is a procedure separate from admission to the University.

Applications for tuition remission must be received in the Human Resources Department not later than the applicable semester’s (or summer session’s) first official day of class as determined by the University Registrar. An established online submission process is available on the Human Resources website under the Benefits heading. Applications received after this date will not be processed.

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

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