

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.2.11.						
<i>CHAPTER:</i> Human Resources	<i>ISSUED:</i> 8/1/93	<i>REV. A</i> 9/11/96	<i>REV. B</i> 6/27/00	<i>REV. C</i> 3/17/04	<i>REV. D</i> 4/7/06	<i>REV. E</i> 11/3/11	<i>REV. F</i> 3/2/15
	<i>REV. G</i> 1/1/17						
<i>POLICY:</i> Tuition Discount Program	<i>PAGE 1 OF 1</i>						

BENEFIT

Tuition discount privileges are available to dependent children of benefits eligible employees, based on hire date and timely submission of annual request forms. The benefit is a discount on the tuition charges and applies to participating schools. For the most current list of participating schools and discount privileges, please visit the [Tuition Discount Program](#) website.

EXCLUSIONS

Tuition discount privileges DO NOT apply at non-participating schools, and cannot be applied retroactively for previous academic years.

ELIGIBILITY

The children of benefits eligible employees may receive discounted tuition for the academic year following the employee’s full-time date of employment, provided the employee is hired prior to April 15 of the upcoming academic year. For example, Jane is hired in a benefits eligible position starting February 15. Provided forms are submitted by the deadline (see below), her child would be eligible for discounted tuition starting the fall of that year. If Joe is hired July 1 in a benefits eligible position, his child could receive discounted tuition starting fall of the following calendar year provided forms are submitted timely.

FORMS

Benefit eligible employees wishing to use the tuition discount privilege at a participating school must complete and submit the online **Tuition Discount Program Form** by April 15, prior to the start of every academic year for which the privilege will apply. Tuition discounts will NOT be applied retroactively to previous years. Notice of application availability will be emailed on the Benefits list serv with applications being made available by March 1 on the [Tuition Discount Program](#) website.

PLAN COORDINATOR

In cooperation with Human Resources, Creighton Student Accounts will oversee and administer this program. Employees may contact Student Accounts or Human Resources for assistance or information regarding this policy.

POLICY ADJUSTMENTS

The University reserves the right to terminate or modify this policy at any time. This policy shall not vest in any person any contractual or legal right to demand any tuition reduction (or compensation in lieu of tuition reduction) from any person or entity described or mentioned herein.