Xavier University Policies & Procedures Manual

Section 4: Compensation & Benefits

Policy:

4.03 TUITION REMISSION

Scope: Faculty and Staff

Responsible Department: Human Resources

Approved By: President's Office

Last Reviewed Date: April 30, 2008

Last Update: March 16, 2012

A. PHILOSOPHY

Xavier University encourages its employees to further their formal education by attending courses offered by Xavier University and provide employees and their spouses and dependent children tuition remission for undergraduate and graduate courses as a fringe benefit program.

B. POLICY

Full-time and part-time employees, spouses, and dependent children up to and including age 25 meeting the dependency criteria established by the Federal tax law (IRS Code Section 1529a, Reg. 1, 152-1) are eligible participants for tuition remission.

Employees who wish to attend classes must first satisfy the admission requirement of Xavier University and are subject to all normal policies and procedures.

All class room assignments must be done outside normal working hours and attendance for classes should not conflict with normal working hours.
Exceptional cases must be approved by the employee’s supervisor and by the Office of Human Resources.

Full-time employees are eligible for 100% benefit for graduate and undergraduate courses up to six credit hours per semester. All hours in excess of six credit hours must be approved by the employee’s supervisor and the divisional leader. Part-time employees are granted pro-rated remission for the tuition charged up to six credit hours. Tuition remission is available upon employment.

Tuition remission covers tuition for regularly scheduled courses only, payable to Xavier University, and does not apply to room, board, or fees.

If the employee terminates employment during a semester in which courses are being taken, full tuition remission will revert to partial tuition remission according to the refund schedule published in Xavier University’s catalogue.

In the event of retirement, disability, or death of a full-time employee who has completed seven years of service, tuition remission is extended to the spouse and dependent children under the same condition as an active employee.

The Tuition Remission form, available from the Office of Human Resources, must be completed by each employee eligible for tuition remission, for each semester during which tuition will be remitted. The employee should obtain the supervisor’s approval and then submit the form to the Office of Human Resources prior to the beginning of the academic term. Credit will then be applied to the employee’s account.

Spouses and Dependent Children (Undergraduate): After completion of one year of service by a full-time employee, spouses and dependent children are eligible for 90% undergraduate tuition remission. No other form of Xavier University-based financial aid is available beyond this remission. Enrollment may be restricted for undergraduate programs with class size limits to space available basis. This tuition remission benefit applies to all course work taken at the undergraduate level as a part-time or full-time student.

Tuition remission is available for eligible spouses and dependent children of Xavier University employees; tuition remission covers tuition only, payable to Xavier University (to the extent that the employee is eligible) and does not apply to room, board, or fees. If application has not been made through the Financial Aid Office for other educational assistance that may be available, tuition remission will not be granted. When both parents are employed by Xavier University, only one parent may apply for tuition remission for a dependent child.
Part-time employees are eligible for tuition remission for spouses and dependent children on a pro-rated basis. Part-time employees must complete one year of part-time service for eligibility.

Spouses and Dependent Children (Graduate): After completion of one year of service by a full-time employee, spouses and dependent children are eligible for 90% graduate tuition remission. No other form of Xavier University-based financial aid is available beyond this remission. Enrollment may be restricted for graduate programs with class size limits to a space available basis. This tuition remission benefit applies to all course work taken at the graduate level as a part-time or full-time student.

Part-time employees are eligible for tuition remission for spouses and dependent children on a pro-rated basis. Part-time employees must complete one year of part-time service for eligibility.

Proration Benefit of Part-time Employees: For purposes of calculating the prorated tuition remission benefit for part-time employees, full-time employment for administrators and support staff shall be 37.5 hours per week and for faculty will be 12 hours of teaching assignment per semester. Employees hired prior to June 1, 1993 are grandfathered and will use 30 hours as full-time for the prorated calculation.

Prorated benefit shall be calculated by multiplying the tuition assessed times the ratio of part-time assignment to full-time employment.

Example:

1. Spouse/dependent children taking graduate courses whose sponsor works 15 hours per week.

   Remission = (tuition charged) x (90% benefit) x (15/37.5).

2. Spouse/dependent children taking undergraduate courses whose sponsor is a part-time faculty teaching 6 hours.

   Remission = (tuition charged) x (90% benefit) x (6/12).

Housing: Xavier University Housing will be available to dependent children at the approved room and board rates on a space available basis.

Tuition Exchange Programs: Tuition Exchange is a reciprocal ‘scholarship’ program for dependent children of faculty and staff employed at over 550 participating institutions. As a member of the Tuition Exchange Program, dependent children of full-time Xavier employees are eligible to be considered for tuition exchange at any of the participating colleges and universities in the United States. Tuition Exchange
“scholarships” are not an entitlement; they are competitive awards. Additional information on this program can be accessed at http://www.xavier.edu/financial-aid.

FACHEX: FACHEX is an acronym for Faculty and Staff Children Exchange Program. It is an undergraduate tuition remission program for children of full-time faculty and staff of the participating schools. Xavier and 26 other Jesuit schools participate in the program. FACHEX ‘scholarships’ are not an entitlement; they are competitive awards. Additional information on this program can be accessed at http://www.xavier.edu/financial-aid.

Procedures for Application: Employees applying for tuition remission for spouses and/or dependent children must complete the Dependent Tuition Remission Application form and return it to the Office of Human Resources, as well as the Application for Federal Student Aid and return it to the Office of Financial Aid. These applications are available from the Office of Human Resources. Information provided by the employee and the student will be kept in strictest confidence. Should the dependent child be eligible for Federal or State Aid, the amount of tuition remission will be reduced by the amount of aid.

Other Requirements:

- Participants must meet the admission requirement of Xavier University.
- All full-time participants in this program must complete an application for Federal student aid to assess any eligibility for State and Federal financial aid.
- Participants in this program must meet the academic progress requirements of Xavier University for continued enrollment and eligibility.

Taxability of Tuition Remission Benefits:

- Taxability of tuition remission benefits is subject to all applicable Federal and State income reporting requirements.

Definitions:

- Employee refers to full-time or part-time faculty, exempt (salaried), and non-exempt (hourly) personnel.
- Full-time faculty status is determined by the office of the Provost and Chief Academic Officer.
A dependent child is an employee’s biological child, stepchild, legally adopted child, child placed with them for adoption, foster child, a child for which they have legal custody, a child for whom they or their spouse are the legal guardian, or a child for whom they are required to provide health insurance by a valid court order.

A spouse is a person to whom the employee is legally married as defined by State of Ohio law.

<table>
<thead>
<tr>
<th>Category of Recipient</th>
<th>Class Level</th>
<th>Amount of Benefit</th>
<th>Waiting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time employee</td>
<td>Undergrad</td>
<td>100% of tuition up to 6 credit hours*</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Graduate</td>
<td>100% of tuition up to 6 credit hours*</td>
<td>None</td>
</tr>
<tr>
<td>Part-time employee</td>
<td>Undergrad</td>
<td>Prorated full-time benefit</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Graduate</td>
<td>Prorated full-time benefit</td>
<td>None</td>
</tr>
<tr>
<td>Spouse &amp; dependent children of full-time employees</td>
<td>Undergrad</td>
<td>90% of tuition</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td>Graduate</td>
<td>90% of tuition</td>
<td>1 year</td>
</tr>
<tr>
<td>Spouse &amp; dependent children of part-time employees</td>
<td>Undergrad</td>
<td>Prorated full-time benefit</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td>Graduate</td>
<td>Prorated full-time benefit</td>
<td>1 year</td>
</tr>
</tbody>
</table>

*Above 6 credit hours requires divisional leader’s approval