



## **XAVIER UNIVERSITY**

### **Tuition Remission**

**Effective:** April 30, 2008

**Last Updated:** April 30, 2008

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### **A. REASON FOR POLICY**

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

#### **B. POLICY**

Full-time and part-time employees, spouses, and dependents up to and including age 25 meeting the dependency criteria established by the Federal tax law (IRS Code Section 26 USCS § 152 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 Dependents (Undergraduate): After completion of one year of service by a full-time employee, spouses and dependents 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 dependents 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 dependents on a pro-rated basis. Part-time employees must complete one year of part-time service for eligibility.

Spouses and Dependents (Graduate): After completion of one year of service by a full-time employee, spouses and dependents 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 dependents 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 ration of part-time assignment to full-time employment.

Example:

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

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

2. Spouse/dependent 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 dependents at the approved room and board rates on a space available basis.

Tuition Exchange Programs: Tuition Exchange is a reciprocal 'scholarship' program for children of faculty and staff employed at over 550 participating institutions. As a member of the Tuition Exchange Program, dependents of Xavier employees who are benefit eligible at Xavier 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/docs/TE\\_Policy\\_Outgoing.pdf](http://www.xavier.edu/financial-aid/docs/TE_Policy_Outgoing.pdf)

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/docs/FACHEX\\_Policy\\_Outgoing.pdf](http://www.xavier.edu/financial-aid/docs/FACHEX_Policy_Outgoing.pdf)

Procedures for Application: Employees applying for tuition remission for dependents 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 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 Vice President for Academic Affairs and Provost.

Category of Recipient	Class Level	Amount of Benefit	Waiting Period
Full-time employee	Undergrad	100% of tuition up to 6 credit hours*	None
	Graduate	100% of tuition up to 6 credit hours*	None
Part-time employee	Undergrad	Prorated full-time benefit	None
	Graduate	Prorated full-time benefit	None
Spouse & dependents of full-time employees	Undergrad	90% of tuition	1 year
	Graduate	90% of tuition	1 year
Spouse & dependents of part-time employees	Undergrad	Prorated full-time benefit	1 year
	Graduate	Prorated full-time benefit	1 year

\*Above 6 credit hours requires divisional leader's approval