

Xavier Employee Discount Policy

For XLC and OHR Use

The Office of Human Resources has partnered with the Xavier Leadership Center to offer professional development opportunities to Xavier University employees.

HR pays the fee for employees to attend most XLC programs:

Program Type	Cost to HR
Most One-Day programs	\$75
One-Day programs with Assessments	\$100
Certificate Programs	\$75/day
Lean, Six Sigma, Project Management	\$100/day
Women's Business Leadership Certificate	\$2,200, not covered by HR. Employee or Employee's Dept. pays registration fee.
Certificate in Financial Planning	\$2,750, not covered by HR. Employee or Employee's Dept. pays registration fee. Additional fees for Dalton Review package.

All full-time employees have the opportunity to take XLC programs paid for by HR as described in the above table. Part-time and Bellarmine Chapel employees are not covered by HR, but they may receive a 10% discount on a case-by-case basis.

Employees may take up to 2 one-day programs or 1 certificate program per semester. Business Acumen, Excellence in Communication, and Business Innovation 4-day Certificate programs will be split across two semesters (2 one-day programs per semester).

Up to 2 XU employees may attend a given XLC program. As the spots fill, additional registrants will be placed on a wait list and added to a program should one of the two allocated spots become available. Registration will be on a first-come, first-serve basis. If an employee is wait-listed for a program, that employee or their department may pay the registration fee equal to HR's cost.

XLC reserves the right to cancel or reschedule a program for any reason. All registrants will be notified of any changes.

HR will not cover the fee for XU employees who do not show up for their registered program or cancel within 7 days of a program. To cover the cost incurred to XLC, the fee will be deducted from the employee's paycheck. Employees will be asked to accept this policy during the registration process.

For program registration, XU employees are asked to **NOT** register directly for programs on the XLC website. Instead, they are asked to register for programs by reaching out to the Program Manager, Layne Frederick, 513-745-1094 xlc@xavier.edu or by completing this form:

<https://content.bridgemailsystem.com/pms/vform/kzaqwLc26Hh17Li20Gc21kvfre/>

An XLC team member will then use a discount code to register the employee.