



Policy

Responsible Executive:
Vice President of Human
Resources

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TUITION REMISSION

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Policy Statement

The tuition remission benefit is designed to support degree-seeking employees at the undergraduate and graduate levels and undergraduate education for degree-seeking qualified dependents of employees.

Reason for Policy

Tuition remission is a significant employee benefit used to retain and support the advancement of an employee’s experiences in higher education and resultant career growth. As an employee benefit, it is also important to take steps to make sure that students who pay tuition have priority consideration in course registration so as not to be detrimental to the University’s mission and financial health.

Entities Affected by this Policy

All employees in all units of the University

Web Address

<http://www.roosevelt.edu/Restricted/HR/PoliciesProcedures.aspx>

Related Documents

- Tuition remission form

Implementation

Members of the Employee Benefits Committee reviewed this benefit and its administration and made the recommendations that are reflected in this document. . The Employee Benefits Committee consists of representatives of the various constituencies of the University who have the University benefit plan, including representatives from each college, full-time faculty, administrators and members of the clerical union.

Benefit Defined

Eligible employees and their eligible dependents may receive tuition remission benefits for Roosevelt University courses for which they are registered to attend as follows:

Benefit Recipient	Academic Year Terms (Fall and Spring)		Summer Term	
	Undergraduate	Graduate	Undergraduate	Graduate
Employee	100% discount to 6 semester hours per term	100% discount to 6 semester hours per term	No benefit available	No benefit available
Spouse or Partner	100% discount to 18 semester hours per term	No benefit available	No benefit available	No benefit available
Dependent children	100% discount to 18 semester hours per term	No benefit available	100% discount on one course*	No benefit available

*One summer course with credit of 1 to 6 semester hours

Dependent children are an employee's children (including children of a spouse or qualified domestic partner) up to the age of 26. Qualified dependent children may be degree-seeking or students-at-large.

Taxability: All or a portion of approved graduate tuition remission benefits in a given term may be taxable to the employee based on IRS regulations. All taxable fringe benefits for graduate tuition will be included on an employee's paycheck in the appropriate term for payroll taxing purposes.

Exclusions: Tuition remission benefit does not apply to independent studies, course by arrangement, studio/applied theatre or music courses, Guided Distance Education (formerly external studies), non-credit courses and courses offered in cooperation with other institutions (including the School of the Art Institute of Chicago). Additionally, courses within the College of Pharmacy are also exempt from the tuition remission benefit.

Eligibility

Employment: This benefit becomes available to eligible employees and their qualified dependents at the beginning of the first term after the employee completes six months of employment in a tuition benefit-eligible position.

Registration, Fee Payment and Benefit Form: An employee must pay all fees and charges other than tuition (such as lab fees, registration fees, student activity fees, and UPass) and submit proof of payment for all fees with the tuition remission form by the term deadlines noted below. A grade report for the immediately preceding term must also be attached to the tuition remission form by the term deadlines.

External Financial Aid: Students intending to use tuition remission to cover the entire or partial cost of attending Roosevelt University must complete and submit a Free Application for Federal Student Aid (FAFSA) for financial aid assistance. If the student is awarded financial aid, external awards should apply prior to the tuition remission benefit and Roosevelt awards.

Grade: An employee or dependent who receives an unacceptable grade, including a W for withdrawal, in a course, may not repeat the aforementioned course using the tuition remission benefit in any and all future terms.

Grade	Undergraduate Level Course	Graduate Level Course
A, A-	Acceptable	Acceptable
B+, B, B-	Acceptable	Acceptable
C+, C, C-	Acceptable	Unacceptable
D+, D, D-	Unacceptable	Unacceptable
F	Unacceptable	Unacceptable
I (Incomplete)	Unacceptable	Unacceptable
W (withdrawal)	Unacceptable	Unacceptable

Registration Procedure

Employees and dependents may begin to register for courses under the tuition remission benefit as follows:

Benefit Recipient	Academic Year Terms (Fall and Spring)	Summer Term
Employee	Thirty days prior to the first date of the term as defined in the academic calendar	N/A
Spouse or partner	Thirty days prior to the first date of the term as defined in the academic calendar	N/A
Dependent children	Earliest published registration date	April 15

Registration Appeal Procedure

Employees who wish to appeal the registration procedure should submit their written request to the Vice President of Human Resources with any documentation which will support their request.

Taking Courses during Work Hours

The primary mission of the University is the education of students. As a result, offices are staffed to meet the needs of students. Employees may take classes that do not conflict with their scheduled work hours. On rare occasions the employee may request, in writing, authorization from their supervisor to take the course during scheduled work hours. Written authorization from the employee's direct supervisor and the Vice President of Human Resources or his/her designee must accompany the tuition remission request in such instances. For non-exempt employees, the work hours missed will be unpaid.

Transitional Benefit

Employees and their dependents enrolled as degree-seeking students as of the implementation date of this policy may use the previous benefit levels until the completion of the degree they are seeking but no later than commencement for spring 2012 providing:

1. The employee or dependent is actively enrolled in a course using tuition remission during the 2009-2010 academic year
AND
2. The employee or dependent remains continuously enrolled each and every subsequent fall and spring term.

The transitional benefit ceases if the employee is not continuously enrolled and progressing toward a degree.

Note

The policies, benefits and procedures may be modified without notice at any time at the discretion of Roosevelt University leadership. From time to time sections of this document will be revised and updated and other materials from Human Resources will become natural additions or supplements to it. If the policy and/or benefits are in conflict with an item detailed in a collective bargaining agreement, the terms of the collective bargaining contract will supersede this policy.

Online Resources and Forms

Tuition remission forms can be found on the HR website, under the Forms tab, <http://www.roosevelt.edu/Restricted/HR/Forms.aspx>

Recommended by:

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Date

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