



## **TUITION REMISSION AND EDUCATIONAL ASSISTANCE GUIDELINES**

At the present time the University of St. Thomas (UST) provides all full-time employees (faculty, administrative and non-union staff) with the same tuition remission and educational assistance benefits and eligibility. If you are a member of a union, please check your current contract regarding eligibility. The terms of those collective bargaining agreements, which provide for tuition remission, supersede any terms or provisions, which are contained in these Guidelines.

While it is expected that the tuition remission and educational assistance benefits explained below will continue, UST reserves the right to modify or discontinue them at any time. These guidelines are meant to comply with Section 117 (for undergraduate courses) and Section 127 (for graduate courses) of the Internal Revenue Code of 1986, as amended.

### **I. ATTENDING AT ST. THOMAS ONLY**

#### **A. FULL-TIME EMPLOYEES**

For these guidelines:

- Full-time faculty members are those receiving contracts designated as full-time for at least one academic year.
- Full-time administrative staff and eligible unionized staff are employees who work at least 40 hours per week or whose appointment is established as 1.0 FTE (full time equivalency).

Full-time employees are eligible to receive benefits under these guidelines with no waiting period; that is, eligibility is immediate and coincide with the first day of employment. This immediate eligibility will extend not only to the employee, but also to his/her spouse and dependents. Any payments received via a miscellaneous pay will NOT be considered eligible employment for purposes of these guidelines. The general rule is that you must be eligible for the benefit on the day classes begin.

#### **Employee Benefit**

General Information. Employees may enroll in classes at UST only. The tuition remission benefit is 100 percent of tuition, with the benefits available for a maximum of two courses per term (that is, eight (8) credits at the undergraduate level (including the School of Continuing Studies credit courses) or six (6) credits at the graduate (masters) level per term). The maximum benefit for the January (J) Term is one (1) course. Please refer to the Tax Issues section of these guidelines, for information regarding taxable income for graduate courses.

Graduate Courses. Employees may enroll in classes at UST only. Under the Graduate Course Educational Assistance Plan, the first \$5,250 of graduate tuition assistance, each calendar year, is generally excluded from income tax.

Doctoral Programs. In the doctoral programs at UST, tuition assistance benefits are available with the restriction that only one employee per cohort may receive the benefit. This post-graduate benefit remits 100 percent of tuition cost for all required courses in the cohort program. One new cohort per doctoral program begins each academic year. In instances where more than one employee is admitted to and applies for tuition assistance, the Chief Academic Officer and the Chief Administrative Officer shall decide jointly which employee receives tuition remission.

## **Employee's Spousal Benefit**

The tuition remission benefit limit for eligible employees' spouses is two courses per term with the benefit level set at 75 percent of tuition. This benefit is available for undergraduate level courses or graduate level courses through the Masters degree. No restrictions exist regarding enrollment in classes on a "space available" basis only. If an employee's spouse is admitted into a graduate program and later enrolls in a course, he or she is assured space in the class, provided there are a sufficient number of students registered to warrant holding the class. Please refer to the Tax Issues section of these guidelines for information regarding taxable income for graduate courses.

## **Employee's Dependent Children**

Qualifying dependent children are those natural, adopted, and/or stepchildren, which meet the Internal Revenue Service definition of dependent child. The benefit level is 75 percent of the tuition with no limit on the number of courses per term through the undergraduate level (including the School of Continuing Studies credit courses).

## **Priests and Employees who are Members of a Religious Order**

Tuition remission is available to individuals who have accumulated "contributed service" at UST. For these individuals, tuition remission is 75 percent of tuition at the undergraduate level (including the School of Continuing Studies credit courses) and may be used for only one individual recipient per year, who is either a niece or nephew of the eligible employee.

## **B. PART-TIME EMPLOYEES –Classes at UST Only**

For purposes of these guidelines, a part-time employee is anyone with an assignment of less than 1.0 FTE (working less than 40 hours per week).

UST provides all part-time employees (faculty, administrative and non-union staff, and eligible union staff) with a tuition remission/assistance benefit following 3 years of qualifying employment. The benefit available is based on the percentage of full-time employment (average FTE for the academic year).

For the purposes of benefit eligibility for tuition remission, all faculty who do not receive a full-time faculty contract as stated above, or who do not receive a contract to teach a minimum of sixteen (16) semester credits for undergraduate courses or nine (9) semester credits for graduate courses for each in two (2) consecutive semesters, are considered part-time employees. Any payments received via a miscellaneous pay will NOT be considered eligible employment for purposes of these guidelines.

For part-time administrative, non-union-staff and eligible union staff, the benefit is equal to the fraction of full-time employment the employee works times the level of benefit for a full-time employee. Part-time is considered any status under 1.0 FTE.

### C. ALL ELIGIBLE EMPLOYEES

UST School of Law. Courses at the UST School of Law are excluded from this program.

Auditing Courses Employees are allowed tuition remission benefits to audit a course. Spouses and dependents are not allowed any tuition remission benefits for auditing courses.

Non-Academic Credit Programs. On campus courses and events (e.g. Mini Masters series, project management programs, etc.) offered as professional development that are billed through the various departments and not sent through the regular tuition remission billing process for degree courses. A benefit is still provided, but it is not 100% discounted, since internal department costs must be considered in these cases.

Work Schedule. Any employee enrolling in classes is required to accommodate his/her work schedule. All class schedules and work arrangements must be pre-approved by the supervisor of the employee. For this benefit to apply to classes in which you have enrolled, you need to be eligible for tuition remission on the first day of class.

Exceptions. Any exceptions to these guidelines must be pre-approved by the Associate Vice President of Human Resources and the Executive Vice President & Chief Administrative Officer. No exceptions can be made for attendance at any other institution.

Change in Status. Employees who start as full-time and change to part-time will continue to receive the tuition remission benefits, but on a prorated basis. The 3-year waiting period will not apply to these employees.

Disabled Employees. An eligible employee who becomes disabled and receives benefits pursuant to UST's short-term disability program is considered an active employee for purposes of this policy. In addition, the tuition remission benefit is available to previously eligible employees who have been on long-term disability for less than 2 years. See additional information below under Retirement or Death of Employee.

#### Restrictions.

- Tuition remission does not apply to foreign study or other off-campus programs (except those listed elsewhere in this policy) even though the student registers through UST.
- Tuition remission applies only to tuition, not to room and board, lab fees, fees for special services, or courses for which a fee is charged in place of tuition.
- Tuition remission will not be granted for courses at the School of Continuing Studies non-credit courses, mini-courses, sports programs, and music performance courses or lessons; nor to any program which is not a regular academic program giving credit toward a degree.
- Tuition remission does not apply to independent/directed study courses unless the course has been scheduled to be taught but was cancelled for lack of enrollment AND the course is necessary to complete the requirements for graduation in the major.

Retirement or Death of Employee. Employees who are eligible for this benefit immediately prior to their retirement (at age 65 or later) or death, and who have more than five years of continuous employment at UST, shall continue eligibility for their spouse and dependents on the following basis: the employee's spouse and children collectively, rather than individually, shall be entitled to share in tuition remission, equivalent to an earned year of remission for each year of continuous employment by the employee beyond the five qualifying years of employment. This tuition remission applies only to attendance at UST and St. Catherine University. This same arrangement is available to eligible UST employees who become totally and permanently disabled, but only for classes at UST.

Change in Marital Status. To ensure that tuition remission awards are properly credited to students' accounts, it is the employee's responsibility to notify the HR Department if there is a change in marital status. Please note that the status on the day a class begins is used to determine benefits.

Termination of Employment. Employees who cease to be employed at UST lose their eligibility for tuition remission. If a course begins before loss of eligibility, the employee may complete the term.

Part-time employees who no longer work at UST, or return after a break in service, lose the time that has accrued towards the 3-year waiting period.

Air Force Personnel. While assigned to the detachment at UST, Air Force personnel are eligible for tuition remission for themselves and their spouses, but not for their dependent children. Tuition remission is granted under the same provisions as listed above.

Note: Employees eligible for tuition remission on July 15, 1965, and who have been employed continuously since, had the option of remaining with a prior Plan, copies of which are available in the Financial Aid office.

**D. MAXIMUM BENEFIT** (For Employees and their spouses attending classes at UST):

The maximum benefit available each year is as follows:

- Fall Term – 2 Courses
- J-Term – 1 Course
- Spring Term – 2 Courses
- Summer Session I – 2 Courses
- Summer Session II – 2 Courses

**E. TAX ISSUES:**

The Internal Revenue Code, Section 117, provides tuition remission for undergraduate courses for active employees, spouses and their dependents as a non-taxable benefit. The Internal Revenue Code, Section 127, provides graduate course tuition assistance to active employees ONLY and is detailed in the UST Educational Assistance Plan. That regulation allows UST to grant tax-free tuition assistance for active employees in an amount up to \$5,250 per year. All other tuition remission and educational assistance is a taxable benefit.

**F. GUIDELINES FOR APPLICATION**

Application for tuition remission benefits must be received no later than the first day of the semester for which benefits are being requested. All applications must be made online through the Human Resources Department website at [www.stthomas.edu/hr](http://www.stthomas.edu/hr). Any forms submitted after the course is completed shall not be considered, and tuition remission benefits shall not be awarded. Applications for benefits are verified by Human Resources and then forwarded to the Financial Aid Office for processing.

It is the employee's responsibility to ensure that appropriate application(s) is/are submitted for each semester in which tuition remission benefits are being requested.

As part of the application process, the requesting employee will certify that their dependent meets the Internal Revenue Service (IRS) definition of a "Qualifying Child" as outlined in IRS regulations and the Working Families Tax Relief Act of 2004.

An individual requesting tuition remission benefits may be eligible for other forms of financial aid. UST strongly encourages all employees requesting tuition remission benefits for dependents to complete a Free Application for Federal Student Aid (FAFSA) to be considered for financial assistance from State and federal governments. Tuition remission is applied to the balance of actual tuition less any scholarships, grants, or other gift aid the student is eligible to receive.

## **II. ATTENDING ST. CATHERINE UNIVERSITY - UNDERGRADUATE COURSES**

Spouses and dependent children of eligible full-time employees may attend the undergraduate program at St. Catherine University and receive 75 percent of the tuition remitted. The University of St. Thomas pays one-half of the tuition and St. Catherine University grants one-fourth of the tuition. Tuition Remission is limited to 32 credits per year.

## **III. ATTENDING OTHER ACTC INSTITUTIONS – FULL-TIME EMPLOYEES ONLY**

This portion of the Tuition Remission Guidelines covers attendance at St. Catherine University (for wives and dependent females only) and Augsburg, Hamline, and Macalester for spouses and dependent children.

Employees do NOT receive a benefit for reduced tuition from an institution other than their employing institution.

Tuition remission benefits, for attendance at institutions other than UST, are extended to full-time employees only. Employees whose employment benefits are determined under a collective bargaining agreement or who are considered part-time are not included in this part of the program.

The waiting period for employees to be eligible for this benefit is set by each school. If there is a difference in the waiting period between the sending and receiving institutions, the longer waiting period will apply. Currently those waiting periods (immediately following employment) are as follows:

Augsburg College – 12 months  
Hamline University – 6 months for spouses and dependents  
Macalester College – 12 months  
St Catherine University – No waiting period  
University of St. Thomas – No waiting period for full-time employees, 3 years for part-time employees

For this benefit, a full-time employee is defined according to the host institution's definition, which are as follows:

Augsburg College:	.75 FTE
Hamline University:	.75 FTE
Macalester College:	.75 FTE
St. Catherine University:	.75 FTE
University of St. Thomas	.9375 FTE

Spouses of eligible employees at all institutions may enroll as full or part time students in undergraduate courses during the day division. The employee's spouse admitted to Hamline must be working toward his/her first undergraduate degree. A spouse admitted to Augsburg, Macalester, St. Catherine and UST may be a full or part-time student in undergraduate courses related or unrelated to obtaining a degree.

For the employee's spouse and dependent child, the home institution defines "dependent". If sending and receiving institutions differ in their definitions and policies regarding dependents (children and spouse), the stricter policy will apply.

Dependent children admitted to any of the ACTC schools must be fully admitted as full-time students in an undergraduate associate or day baccalaureate degree program.

The rate of tuition remission for dependent children and spouses of a UST employee admitted to another ACTC institution is 75 percent of the tuition of the host institution.

**Additional provisos** (when attending other ACTC Institutions):

1. A student receiving this benefit is required to abide by all policies, rules and regulations, which are applicable to regularly enrolled students at the host institution. Failure to adhere to these policies, rules and regulations may result in the loss of the tuition remission.
2. The student is responsible for all charges other than tuition, such as music study, laboratory fees, or room and board.
3. The policy is not applicable to summer sessions or to programs which involve payment to another institution or agency, such as study abroad or interim courses outside ACTC. NOTE: UST has a special arrangement with the St. Catherine University, which allows spouses and dependent children to attend summer sessions.
4. Enrollment in graduate school or law school is excluded from this policy. Enrollment in certificate program courses not leading to an Associate or Baccalaureate degree is excluded from this policy.
5. Those ACTC institutions that offer Weekend college or education in a non-traditional format are excluded from this policy.
6. A bilateral imbalance of five students is permitted. Each of the cooperating colleges, therefore, has a maximum potential imbalance of twenty students (5 from each of the other institutions). The receiving institution may accept additional students only in the same proportion that the sending institution receives theirs. However, any two colleges may accept any imbalance to which they mutually agree.
7. The tuition remission for dependent children at Augsburg and St. Catherine is available until the student has obtained the minimum number of credits required to earn the first baccalaureate degree and as long as the eligible employee remains employed and continues to be eligible for tuition remission at the participating college. The tuition remission at Macalester and Hamline is available to dependent children for a maximum of eight (8) full-time semesters of attendance from the time the student became eligible for the program or until the student has obtained the minimum number of credits required to earn the first baccalaureate degree, whichever comes first.
8. The tuition remission for a spouse at Augsburg, Macalester and St. Catherine is available with no limit on the number of courses taken or credits earned as long as the eligible employee remains employed at the participating college. The tuition remission is available to spouses at Hamline until they have earned their first baccalaureate degree as long as the employee remains employed at the participating college and remains eligible for the benefit. Tuition remission at St. Catherine is only applicable for classes taken on their St. Paul campus.

9. If an employee loses eligibility during an academic term, the employee's dependent child (ren) or spouse, who are taking courses under this policy, will be subject to the host institutions' refund policy, if necessary. Should the loss of eligibility occur after the start of the semester, assistance shall be granted only for the remainder of the semester. If the student wishes to continue at the participating college after the employee loses eligibility, the student will assume responsibility for the tuition as of the beginning of the next term.
10. Any recipient of the tuition remission benefit, being sent to a participating college, who shall be in good standing at the time of death or total and permanent disability of the eligible employee, shall be eligible to continue under the policy through completion of the first baccalaureate degree at Augsburg, Hamline and St. Catherine, assuming normal progress as defined by the host institution. At Macalester the benefit is available through completion of eight (8) full-time semesters, assuming normal progress as defined by the host institution.
11. All students eligible for state or federal aid grants are encouraged to apply for these at the institutions they will be attending prior to becoming eligible for tuition remission. Tuition remission is applied to the balance of actual tuition less any scholarships, grants, or other gift aid the student is eligible to receive.
12. Some ACTC institutions also take outside (private) scholarships and grants into account when applying tuition remission. Students who receive state or federal funding will have their tuition remission reduced by the amount of such state or federal grants. At some ACTC institutions, students who received outside (private) scholarships or grants will have their tuition remission reduced also by the amount of such scholarships or grants.
13. Guidelines for processing applications:  
The employee will meet with the home institution contact (listed below) to obtain information about the tuition remission policy and to verify eligibility at both home and host institutions.

	<b>Home Contact (Sending and/or Receiving Students)</b>
Augsburg College	Enrollment and Financial Services Sverdrup Hall Phone: 612-330-1046
Hamline University	Senior Assoc. Dir. Financial Aid – Law/Grad Building Phone: 651-523-2280
Macalester College	Human Resources Department Coordinator 77 Macalester Street Phone: 651-696-6280
St. Catherine University	Benefits Coordinator Human Resources Durham Hall #8 Phone: 651-690-6565
University of St. Thomas	Tuition Remission Liaison AQU 328 Phone: 651-962-6555

**Deadlines for tuition remission applications:**

Augsburg College	April 15
Hamline University	No Deadline
Macalester College	March 15
St. Catherine University	Start of term
University of St. Thomas	No Deadline

The applicant for tuition remission will apply for admission to the host institution, observing its admission deadline. This policy does not guarantee admission to any of the five institutions of higher learning.

The employee will notify the home institution if the applicant has been admitted to the host institution.

The home institution will send a letter confirming eligibility, or a standard tuition remission form to the host institution. Both institutions will keep copies.

The applicant will register at the host institution, observing its registration deadline.

13. Record-keeping:

On November 1 and April 1, the contact persons listed above will provide the ACTC office with the number of students participating in the tuition remission program. Data on the number of students sent and received are needed by the ACTC Executive Committee to monitor the program's use.

The terms and continuation of this tuition remission policy are subject to annual review in April of each year by the Executive Committee of the Associated Colleges of the Twin Cities, with implementation of any action taken to be effective one academic year hence (i.e. October 1989 action will be effective in 1990-1991).

This revised policy was approved by the Executive Committee of the Associated Colleges of the Twin Cities, on April 4, 2006. Final approval was given by the ACTC Board of Directors on May 16, 2006. This policy is effective as of the academic year 2006-2007.

#### **IV. Attending DeLaSalle High School**

A tuition remission exchange arrangement is available for dependent children (natural or adopted) of Faculty and Staff members of UST or DeLaSalle, where one or both of their parents are employed and eligible according to the tuition remission agreements of each institution.

Each institution shall determine who among the children of its Faculty and Staff are eligible:

1. The son or daughter must be accepted as a student and enrolled at the host institution as a full-time day student (undergraduate only at UST) as determined by the host institution in accordance with the admissions policies, requirements and procedures established from time to time at the host institution.
2. The tuition remission benefit of the son or daughter is 75 percent of tuition less any gift aid, if attending UST; or 100 percent of tuition if attending DeLaSalle.
3. The tuition remission benefit does not cover room and board or any fees.
4. The benefit is available for a maximum of four (4) consecutive years to any individual son or daughter.

The number of sons and daughters from UST receiving tuition remission at DeLaSalle shall not in any academic year exceed by more than one (1) the number of sons and daughters from DeLaSalle receiving tuition remission at UST. The number of sons and daughters from DeLaSalle receiving tuition remission at UST shall not in any academic year exceed by more than one (1) the number of sons and daughters from UST receiving tuition remission at DeLaSalle. The maximum number of sons and daughters from DeLaSalle attending UST cannot exceed four (4) during any academic year. NOTE: If you are interested in this program, please contact the Financial Aid office to inquire about space availability.

This agreement shall apply only to sons and daughters enrolled at the host institution for the fall and spring semesters. It does not apply to summer sessions.

All applications for UST employees to receive remission from DeLaSalle must be made in writing to the Financial Aid Officer at DeLaSalle at the time of application for enrollment and no later than one month prior to the commencement of the DeLaSalle school year. The DeLaSalle Financial Aid Officer will verify eligibility and availability of remission opportunities before approval and communication to the employee.

All DeLaSalle employees interested in remission will apply through their internal process and have their information submitted to the UST Financial Aid Office to verify availability of remission opportunities before approval.

All sons and daughters applying for admission to a host institution shall be subject to all admissions requirements of the host institution and, if enrolled, to all the policies, procedures, requirements, rules and regulations of the host institution. Acceptance at the host institution does not guarantee tuition remission benefits, which shall be determined solely by this agreement.

## **V. Catholic College Cooperative Tuition Exchange (CCCTE)-Undergraduate Courses Only**

Catholic Colleges offer a cooperative tuition exchange program to permit eligible dependents of full-time employees at Catholic colleges and universities to receive a waiver of tuition at other participating institutions.

Each home institution determines the eligibility of its employees and their dependents; the host institution determines the benefit to be offered to the visiting dependent following the guiding principle that the benefit available should be identical to the one offered to eligible dependents at the receiving institution.

Ordinarily, the benefit is the remission of tuition, or in cases where individual institutions allow, required fees as well. Room and board charges may not be covered in this program. Generally, the tuition remission pertains to the regular sessions only; however, under certain circumstances, the receiving institution may grant waivers for summer sessions tuition and/or graduate tuition. The Catholic College Cooperative Tuition Exchange (CCCTE) Directory is available on the CCCTE web site at [www.cccte.org](http://www.cccte.org)

Eligible dependents must meet the admissions requirements of the host institution. Acceptance at the institution does not guarantee the availability of the tuition waiver benefit. Participation by eligible dependents is on a first-come, first-served basis. Interested dependents must complete the CCCTE Certification Agreement, which is available from the Financial Aid office at UST, and this form must be filed each year (together with the participation fee of \$25) for each participating student. No certification is possible until this agreement form has been filed. Student applicant must follow the guidelines of the host institution concerning filing applications for financial aid.

Eligible dependents must pay deposits normally required of applicants by the deadlines set by the host institution. To assure maximum participation, students should confirm their intention to enroll as early as possible and students who choose not to enroll must notify all concerned institutions immediately. No participating institution is obligated to accept more than five (5) units (one student for one academic year equals one unit) over the number it uses collectively at other participating institutions.