EDUCATION BENEFITS

I. SCOPE

All benefit-eligible employees.

II. PURPOSE

To define the University's Education Benefits Program and provide guidelines for its administration.

III. POLICY

The University of St. Thomas allows its employees and dependents to enroll in graduate and undergraduate classes either tuition free or at a reduced rate. The University complies with all applicable laws and regulations regarding the taxation of education benefits.

A. Education benefits provided to employees

Benefit-eligible employees who have completed six months of continuous employment and who meet all academic requirements, will be permitted to enroll in classes tuition free, under the following conditions:

1. Only one course per semester may be taken between the hours of 8:00 a.m. and 5:00 p.m. (including the lunch period).
2. Time away from the office must be approved by the supervisor.
3. Time taken for classes during work hours must be made up, as agreed upon with the supervisor.
4. No tuition, student activity fees or new-student fee will be charged, but applicable course fees as well as the application fee must be paid.
5. If the employee is taking a first course at the University, an application for admission must be completed and all requirements must be met.

B. Education benefits provided to the dependents of employees

The dependent children and/or spouse of benefit-eligible employees, and the nephews/nieces of benefit-eligible employees who are Catholic priests or members of a Catholic religious community, are eligible for tuition remission according to a schedule determined by the employee's length of service at the University. The term "dependent child" refers to the Internal Revenue Service's definition of a dependent.

1. The dependent/spouse tuition remission applies only to tuition. All fees must be paid by the student including, but not limited to, application fees, new student fees, *activity fees* and course fees.
2. The tuition remission schedule is as follows:

Employee's years in service	Amount of tuition remission
After one (1) year	50% of tuition
After two (2) years	75% of tuition
After three (3) years	100% of tuition

C. Other

Course fees for Study Abroad programs will be deemed to equal the cost charged for the program minus the tuition for credit hours earned.

The maximum number of hours for which undergraduate tuition can be waived for any one individual under the terms of this policy will equal the maximum number of hours awarded to students on full tuition scholarships.

All employees and their dependents who apply for financial aid must be selected for verification.

Employees and their dependents who receive tuition benefits are not eligible to receive University merit scholarships.

The determination of dependency status for the purpose of this policy is not determinative of the dependency status for the purpose of Federal financial aid.

IV. PROCEDURES

A. <u>Requesting educational benefits</u>

- Employees who wish to enroll in a course should complete a "Request for Educational Benefits" form for every semester that they are enrolled. The

request must be approved by the supervisor and the Office of Human Resources.

- For dependents, a “Request for Educational Benefits” must be completed by the employee for every semester that the dependent is enrolled and approved by the Office of Human Resources.
- The approved “Request for Educational Benefits” must be forwarded to the Financial Aid Office for award of the benefits.

B. Taxation of tuition benefits

Taxation of education benefits will comply with existing statutes and regulations.

If the education benefits are determined to be taxable:

- Withholdings start on the first payroll following the last day to drop a class with a "W", and end with the last payroll of the semester.
- The cash value of the educational benefits is determined based on the number of course hours for which the student is registered as of the last day to drop a class with a "W".

C. Course fees for study-abroad programs

The Business Office will compute course fees for Study Abroad programs.

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Supersedes Policy No. 330 written 7/1/95, and revised 9/1/98