



Policy Title: Tuition Remission Benefits	
Effective Date: July 1, 2022	Approving Authority: Senior Leadership Team

I. Purpose:

Saint Leo University grants its employees certain tuition benefits as a part of the university's overall compensation package. These tuition benefits are intended to encourage, promote, and support our core values of excellence, community, personal development, and responsible stewardship. By making available a Saint Leo education to employees, spouses, and dependent children, Saint Leo seeks to promote and uphold the mission of the university.

This benefit is not available if its use prevents a paying student from registering for any course or results in any out-of-pocket costs to the university.

II. Definitions:

- a. Adjunct Instructor: instructors who are hired to teach specific courses for specific terms/semesters and who work fewer than 30 hours per week; and/or instructors who are employed on an "as needed" basis with no promise or expectation of continued employment.
- b. Dependent: an unmarried child or stepchild of a full-time employee, under the age of 26.
- c. Full-Time Employee: an employee who works at least 30 hours per week.
- d. Full-Time Student: student attending for 12+ credit hours over the course of a semester or attending for 12+ credit hours over the course of two linked, 8-week terms.
- e. Graduate Assistant: a graduate student who is employed to work less than 30 hours per week.
- f. Part-Time Employee: an employee who is regularly scheduled to work fewer than 30 hours a week in an eligible non-student position or federal work study program.
- g. Recipient: an employee, spouse, or qualifying dependent who is in receipt of this benefit.
- h. Spouse: a person legally married to a full-time employee or eligible adjunct instructor.
- i. Tuition: the price that the university charges for courses (per credit hour), which does not include other course fees or fees associated with the admissions and enrollment processes.
- j. Tuition Remission: assistance that results in the waiver of tuition when a recipient attends Saint Leo University.

III. Eligibility:

- a. Recipients are required to:
 - i. Meet the university's admission requirements and be accepted via the admissions process.
 - ii. Maintain satisfactory academic process.
 - iii. Adhere to the Student Code of Conduct.
 - iv. Adhere to all other applicable university policies and procedures.

- v. If more courses are taken than outlined within this policy, additional financial aid awards, if any, will be applied to the remaining balance. Employees will be responsible for any remaining balance not covered by financial aid.
- b. Adjunct Instructors:
 - i. Must have taught a minimum of four (4) courses with the University within the last year prior to applying.
 - 1. Eligible to receive tuition remission within the term or semester in which the instructor is teaching the eligible course or for the term or semester immediately following.
 - ii. Tuition remission will be applied to a maximum of two (2) courses per semester.
 - iii. Dependents of Adjunct Instructors are no longer eligible for tuition remission effective Summer 2022. Dependents of Adjunct Instructors who are currently enrolled in a program of study as of the policy effective date are grandfathered for tuition remission, but not to exceed the currently enrolled program of study.
- c. Full-Time Employee:
 - i. Must complete 90 days of service prior to the first day of the semester or term in which the courses are scheduled.
 - ii. Tuition remission will be applied to a maximum of two (2) courses per semester (Fall, Spring, and Summer).
 - iii. May only be approved to use Tuition Remission for courses that would take place during their regular work schedule if:
 - 1. The employee receives prior approval from their supervisor for each course. The supervisor will grant approval only if the supervisor determines that taking the course will not interfere with the employee's work for the university; and
 - 2. The employee submits an alternative work schedule to the tuition remission application, which is approved by the supervisor.
- d. Graduate Assistant:
 - i. Prior to submitting an application for tuition remission, Graduate Assistants must:
 - 1. Have an offer letter for employment. This offer letter must include tuition remission as a benefit of employment.
 - 2. Register for courses for the semester which would be covered by the tuition remission.
 - ii. Tuition remission will be applied to a maximum of six (6) courses per academic year (Fall, Spring, and Summer).
- e. Part-Time Employee
 - i. Must complete 90 days of service prior to the first day of the semester or term in which the courses are scheduled.
 - ii. Tuition remission will be applied to a maximum of two (2) courses per semester (Fall, Spring, and Summer).
 - iii. Part-time employees may not take courses during their regularly scheduled work hours.
- f. Spouses and Dependents of Full-Time Employees:
 - i. Spouses and dependents of full-time employees who have completed one (1) year of continuous employment with the University will be eligible for tuition remission in the term or semester that follows the date of one (1) year of employment.
 - ii. Spouses and dependents of employees who are not full-time status are not eligible for tuition remission.
 - iii. Dependent verification will be required.

- iv. Must submit the Free Application for Federal Student Aid (FAFSA) if the dependent or spouse will be enrolling as a full-time student (www.fafsa.ed.gov and use the school code 001526 for Saint Leo University).
- v. Tuition remission will cover up to a full-time class load (as defined by the university catalog) of undergraduate and graduate courses for spouses and dependents of full-time employees.

IV. Restrictions:

- a. Tuition remission applies only to the cost of Saint Leo University tuition.
- b. Individuals in student positions are not eligible for tuition remission as a benefit of employment.
- c. Tuition remission will apply to the following course fees:
 - i. Worldwide students - Online class fee will be covered for any course approved for tuition remission (this does not apply to courses being paid for by the student)
 - ii. University Campus students – all mandatory fees will be covered except for orientation fees. These covered fees will include:
 - 1. Student Activity Fee
 - 2. Technology Fee
 - 3. Student Success Fee
 - 4. Health Fee
- d. Tuition Remission does not apply to:
 - i. Assessment Fees
 - ii. Books
 - iii. Housing
 - iv. Room and Board
 - v. Any Other Instructional Costs
 - vi. Any Other Non-Instructional Costs
- e. Tuition remission is not available for:
 - i. Doctoral Programs (including the EdS Program)
 - ii. Accelerated MBA (Master of Business Administration) Program (1-year)
 - iii. Micro Credentialing Courses*
 - * Employees may seek approval from their supervisor to use budgeted departmental professional development funds to cover the cost of the course if the course is relevant to their current position with the university. Funds must be budgeted for this to be approved. The university will offer a 10% discount for these courses.
 - iv. Overseas or Study Abroad Programs
 - v. Private Instruction
 - vi. Tutoring
- f. Only employees are eligible to register as non-degree seeking (NDS) students, with a maximum of two courses per semester Tuition remission will be applied for a maximum of two (2) degrees per recipient, Note: An associate's degree does not count toward the maximum of two degrees.

V. Procedure:

- a. The tuition remission policy will be applied at the start of each semester or term in which courses are scheduled.
- b. Employees must complete the Application for Tuition Remission via Etrieve at least two weeks prior to the start of the course.
- c. All tuition remission forms must be reviewed and approved by the supervisor via Etrieve prior to the first day of the semester or term in which the courses are scheduled.
- d. Human Resources will review the Application for Tuition Remission to determine eligibility for tuition remission and submit determination to Financial Aid by the end of the add/drop period for each term/semester.

- e. Financial Aid will review and process the tuition remission form within two weeks of receipt from Human Resources, or no later than three (3) weeks after the start of the semester or term in which the courses are scheduled.
- f. Approved tuition remission will be awarded and distributed after the add/drop period of each semester

VI. Financial Obligations:

- a. All financial obligations incurred by an employee, spouse, or dependent, which are not covered by tuition remission, will be the responsibility of the employee. The university reserves the right to deduct any unpaid obligations from the employee's pay.
- b. All additional charges not covered by tuition remission are due by the posted due dates to avoid late fees.
- c. If an employee is suspended from the university, the employee, spouse, or dependent will be allowed to complete any courses in which they are currently enrolled; however, tuition remission will be withdrawn for all future courses and the former employee will be responsible for paying all remaining tuition, costs, and fees.
- d. Tuition remission is taxable under certain local and federal laws. The University must report the value of the tuition remission on Form 1099 to the Internal Revenue Service. Currently, the value of tuition remission is not taxable to the employee for undergraduate studies. However, all tuition remission for graduate studies above \$5250 per year is taxable. The employee is responsible for all taxes that may be incurred.
- e. Financial aid may be deducted from tuition remission granted by the university as indicated below under "section F below". Please contact Student Financial Services for details pertaining to this deduction.
- f. Financial aid will be applied in connection with tuition remission pursuant to the following procedures for employees and dependents:
 - i. Federal Grants: The tuition remission amount for dependents and spouses will be reduced by 50 percent of the amount of federal grants awarded. Employees may retain the full amount of federal grants for other educational expenses not to exceed the cost of attendance as indicated by federal regulations.
 - ii. Institutional Aid Awards: Tuition remission recipients are not eligible for institutional aid awards from Enrollment or University Advancement. Any institutionally funded or endowed awards will be removed at the time that tuition remission is awarded. Athletic grant awards may be made in addition to tuition remission as determined by the Department of Intercollegiate Athletics. Resident Assistant stipends may be made in addition to receiving tuition remission.
 - iii. Any funding from outside sources (aside from the exceptions listed under No. iv below) must be reported to Financial Aid. The amount of tuition remission will be reduced by the amount of this funding. Examples of funding from outside sources may include state financial aid such as FSAG, EASE, or GA TEG; GI Bill benefits; or outside scholarships from companies or private entities.
 - iv. Any funding from outside sources received for academic merit that is not designated specifically for tuition (e.g., the Florida Bright Futures Scholarship, GA HOPE Scholarship) will not reduce the amount of tuition remission. Employees may utilize this funding to cover other educational expenses not to exceed the cost of attendance as dictated by federal regulations.

VII. Responsible Offices:

For any questions or concerns regarding this policy, please contact Human Resources.
For any questions or concerns regarding the status of your tuition remission application or financial aid account, please contact Student Financial Support at 800-240-7658.

Created: 08/14/2017

Updated: 08/20/2019; 02/28/2021; 12/14/2021; 02/04/2022

VIII. Approved:

Initially adopted and approved on December 14, 2021, Jeffrey D. Senese on the recommendation of the Senior Leadership Team on December 14, 2021.

Updated and approved on February 4, 2022, Jeffrey D. Senese.

Updated and approved on 5.23.23, Edward Dadez, Ph.D.

IX. Effective Date:

July 1, 2022