

Tuition Remission Policy – Master’s Programs

Updated May 2013, January 2016, August 2016, December 2016, August 2017, September 2017, January 2021

Tuition remission grants provide access to selected Mount St. Joseph University master’s courses for full-time and pro-rata faculty and full-time, pro-rata- and benefit-eligible part time staff and spouses of eligible faculty and staff. Dependent children are not eligible for this benefit. The University reserves the right on an annual basis to limit and/or deny tuition remission benefits for master’s programs based on a review of the anticipated revenue margin for each program. The University may provide tuition remission benefits for new master’s programs once an acceptable revenue margin has been reached and all program goals have been achieved. Tuition remission for master’s programs requiring a full time student commitment will be limited to spouses only and on a space available basis as below. Master’s tuition remission benefits are provided to eligible faculty and staff at the start of the semester/term/session following the first anniversary of employment. Tuition remission benefits are provided to eligible spouses at the start of the semester/term/session following the second anniversary of employment. Tuition remission benefits will be prorated for time actively at work if the employee terminates his/her employment or moves to an ineligible status during the term in which they are receiving benefits.

Effective August 2017, tuition remission benefits will be available for no more than two individuals per cohort for the weekend MBA program, provided the cohort is fully enrolled. Eligible candidates will be determined based on the following priority: 1) eligible faculty and/or staff who are admissible to the program; 2) employment seniority; 3) spousal benefit to be considered based on employment seniority of employed spouse and only in the absence of faculty/staff candidates. All other provisions of this policy will apply to MBA enrollment. The University reserves the right, in consultation with program directors and deans, to limit other programs as necessary and as circumstances permit. Notice of such limitations will be shared with faculty and staff in advance of a cohort start date and will not impact faculty and staff currently using the benefit.

Tuition remission benefits will be available as follows:

- Eligible full time faculty and staff will receive 95 percent tuition remission with 5 percent of the per-credit-hour cost of tuition paid by the recipient.
- Pro-rata faculty and staff will receive a tuition remission benefit equal to their percentage of pro-rata employment with the balance paid by the recipient.
- Part time benefit eligible staff will receive a 50 percent tuition remission benefit with the balance paid by the recipient.
- Spouses of eligible full-time or pro rata faculty and staff and part time benefit-eligible staff will receive a 50 percent tuition remission benefit with the balance paid by the recipient.

Benefits will be limited to the completion of one master’s degree. Use of tuition remission benefits precludes the use of other University funded grants and discounts.

All financial obligations to the University must be met in order for a student (faculty, staff, or their spouse) to be confirmed and permitted to attend class for a term. Any prior balance, as well as any costs for the current term not covered by the tuition remission benefit, must be paid for the student to be in compliance with the University’s financial policy.

Cohorts must have a sufficient number of tuition-paying students enrolled before tuition remission will be available and enrollment by tuition remission recipients cannot result in the opening of another section of the same course that would otherwise not be required. It is expected that staff members will arrange to attend classes held outside of their regular working hours. In extraordinary cases, exceptions may be made in

Employee Handbook

consultation with and approval from the immediate supervisor. This approval must be given prior to registration for a course where such a conflict may exist.

Tuition remission is applied to the per-credit-hour cost of tuition only and excludes coverage for fees, books, room and board. Self – supporting programs and consortium registrations involving reimbursement to other institutions are also excluded. Tuition remission will be applied to Mount St. Joseph University programs offered offsite contingent upon availability of class space. The offsite program/course must have a sufficient number of tuition-paying students enrolled before tuition remission will be available and enrollment by tuition remission recipients cannot result in the opening of another section of the same course that would otherwise not be required. Tuition remission for offsite courses will be the appropriate percentage of the normal tuition charge rather than any discounted rate applied to offsite participants. If tuition remission is applied to credit hours generated by independent, or portfolio evaluations, or for a program for which the University has a negotiated revenue share, the employee will be responsible for remitting to the University the tuition share determined by their classification of employment plus the full amount of compensation paid to the instructor as a result of this type of instruction.

Tuition Remission eligible employees of the Mount and their eligible spouse are not permitted to use the tuition remission benefit for online courses through the OCICU consortium. These courses are strictly the financial responsibility of the student. Tuition remission benefits and tuition charges to the recipient for dropped courses are determined by the normal refund schedule in effect on the effective date of the drop.

It is the responsibility of faculty and staff to apply each academic year for master's tuition remission benefits to be credited to their own student account or the student account of their spouse. Faculty, staff, and spouses must also comply with applicable admission procedures to determine eligibility for admission to the program of interest.

Tuition remission grants for faculty, staff, and spouses are renewable each year upon completion of an application form provided that the individual is in good academic standing as defined by the University catalogue and, further, provided that the program remains within acceptable revenue margins. Tuition remission benefits will be continued through the completion of the degree for cohort based programs. In the event that tuition remission grants are limited, recipients will be determined first by the entry date into the program; and then by seniority of employment at the University. Those not provided with tuition remission grants because of quota conflicts may enroll in the class and pay full tuition.

Master's Tuition Remission for an employee and/or their spouse is considered taxable income to the employee by the Internal Revenue Service. The amount of master's tuition remission will be added to the employee's gross pay each applicable semester/term and all taxes will be withheld accordingly. Shortly after the beginning of the term, the employee will be notified as to the amount on which he/she will be taxed and the number of pay periods over which the tax will be taken. If courses are dropped, the employee will be taxed on the prorated tuition remission benefit amount.

Master's Programs Eligible for Faculty and Staff Tuition Remission

- Master's of Science in Organizational Leadership – MSOL
- Master's of Business Administration - MBA Weekend (Limited by cohort)
- Master's of Religious Studies
- Master's of Education - excluding licensure programs
- MSN- Administration, Education, and Clinical Nurse Leader
-

Full time programs limited to spousal 50% benefit:

- MSN-MAGELIN
- Education Licensure Programs

Employee Handbook

Tuition Remission Policy – Ed.D. in Reading Science

Tuition remission grants provide access to Mount St. Joseph University's Ed.D. in Reading Science program and the courses contained within the program for full-time and pro-rata faculty and full-time, pro-rata- and benefit-eligible part time staff. Spouses and dependent children are not eligible for this benefit. The University reserves the right on an annual basis to limit and/or deny tuition remission benefits for graduate programs based on a review of the anticipated revenue margin for each program. The Reading Science program tuition remission benefits are provided to eligible faculty and staff at the start of the semester/term/session following the first anniversary of employment. Tuition remission benefits will be prorated for time actively at work if the employee terminates his/her employment or moves to an ineligible status during the term in which they are receiving benefits.

Eligible faculty and staff will receive 50 percent tuition remission with 50 percent of the per-credit-hour cost of tuition paid by the recipient. Benefits will be limited to the completion of one doctoral degree per employee. Use of tuition remission benefits precludes the use of other University funded grants and discounts.

Fifty percent tuition remission benefits will be available for no more than two individuals per cohort, provided the cohort is fully enrolled. Eligible candidates will be determined based on the following priority: 1) eligible faculty and/or staff who are admissible to the program; 2) employment seniority; 3) good faith commitment to remain in the program as the space will not be able to be filled.

The University reserves the right, in consultation with program directors and deans, to limit other programs as necessary and as circumstances permit. Notice of such limitations will be shared with faculty and staff in advance of a cohort start date and will not impact faculty and staff currently using the benefit.

All financial obligations to the University must be met in order for a student (faculty or staff) to be confirmed and permitted to attend class for a term. Any prior balance, as well as any costs for the current term not covered by the tuition remission benefit, must be paid for the student to be in compliance with the University's financial policy.

Enrollment in a cohort based program through the tuition remission program is contingent upon the cohort being fully enrolled. Enrollment in non-cohort based courses is contingent upon availability of class space. The course must have a sufficient number of tuition-paying students enrolled before tuition remission will be available and enrollment by tuition remission recipients cannot result in the opening of another section of the same course that would otherwise not be required. Tuition remission eligible students may register for classes beginning on April 1st for Summer semester, June 1st for Fall semester, and December 1st for Spring semester. It is expected that staff members will arrange to attend classes held outside of their regular working hours. In extraordinary cases, exceptions may be made in consultation with and approval from the immediate supervisor. This approval must be given prior to registration for a course where such a conflict may exist.

Tuition remission is applied to the per-credit-hour cost of tuition only and excludes coverage for fees, books, room and board. Self-supporting programs and consortium registrations involving reimbursement to other institutions are also excluded. Tuition remission will be applied to Mount St. Joseph University programs offered offsite contingent upon availability of class space. The offsite program/course must have a sufficient number of tuition-paying students enrolled before tuition remission will be available and enrollment by tuition remission recipients cannot result in the opening of another section of the same course that would otherwise not be required. Tuition remission for offsite courses will be the appropriate percentage of the normal tuition charge rather than any discounted rate applied to offsite participants. If tuition remission is applied to credit hours generated by independent, or portfolio evaluations, or for a program for which the University has a negotiated revenue share, the employee will be responsible for remitting to the University the tuition share

Employee Handbook

determined by their classification of employment plus the full amount of compensation paid to the instructor as a result of this type of instruction.

Tuition Remission eligible employees of the Mount are not permitted to use the tuition remission benefit for online courses through the OCICU consortium. These courses are strictly the financial responsibility of the student. Tuition remission benefits and tuition charges to the recipient for dropped courses are determined by the normal refund schedule in effect on the effective date of the drop.

It is the responsibility of faculty and staff to apply each academic year for graduate tuition remission benefits to be credited to their own student account. Faculty and staff must also comply with applicable admission procedures to determine eligibility for admission to the program of interest.

Tuition remission grants for faculty and staff are renewable each year upon completion of an application form provided that the individual is in good academic standing as defined by the University catalogue and, further, provided that the program remains within acceptable revenue margins. Tuition remission benefits will be continued through the completion of the degree for cohort based programs. In the event that tuition remission grants are limited because of space availability, recipients will be determined first by the entry date into the program; and then by seniority of employment at the University. Those not provided with tuition remission grants because of quota conflicts may enroll in the class and pay full tuition.

Ed.D. in Reading Science program and the courses contained within Tuition Remission for an employee is considered taxable income to the employee by the Internal Revenue Service. The amount of graduate tuition remission will be added to the employee's gross pay each applicable semester/term and all taxes will be withheld accordingly. Shortly after the beginning of the term, the employee will be notified as to the amount on which he/she will be taxed and the number of pay periods over which the tax will be taken. If courses are dropped, the employee will be taxed on the prorated tuition remission benefit amount.

Employee Forgivable Loan Option

At the employees' request, MSJ will offer employees enrolled in the program a loan for up to 40% of the tuition cost of the program. The employee will be required to sign a promissory note acknowledging the obligation to the Mount. If the employee continues to teach at the Mount after earning the EDD, the loan will be forgiven pro-rata over 3 academic years / 24 credit hours per year. If the employee teaches full time, the loan will be forgiven 100%; a part-time teaching role will earn forgiveness commensurate with the employee's part-time status. If the employee leaves the Mount's employment or does not finish the degree program, the loan enters 'repayment phase' and becomes payable 30 days after the employee's last date of enrollment or employment. The loan shall be payable in monthly installments for 60 months and bear an annual interest rate of 3%; interest will not be assessed on the loan balance unless the loan enters repayment phase.