

# Tuition Remission Policy – Undergraduate Programs

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Updated May 2013, January 2016, October 2021, March 2024

Tuition remission grants provide access to Mount St. Joseph University undergraduate courses (excluding high school dual enrollment courses) for employees, their spouses and dependent children. Dependent children must meet the dependency criteria established by Federal tax law.

Full-time faculty and staff and their spouses and dependent children 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 and benefit-eligible part-time hourly staff and their spouses and dependent children receive a tuition remission benefit equal to the percentage of the employee's average workload with the balance paid by the recipient.

Tuition remission benefits are provided to faculty and staff at the start of the semester/term/session following date of employment. Tuition remission benefits are provided to a faculty or staff member's spouse and dependent children 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 or her employment or moves to an ineligible status during the term in which they and/or their dependents are receiving benefits.

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. Additional fees for programs such as Project Excel and summer consortium registrations involving reimbursements to other institutions are also excluded.

Spouses and dependent children receiving tuition remission benefits and taking a full time course load may register at the same time as other Mount students. Part time tuition remission eligible students may register for classes on a space available basis, beginning April 1<sup>st</sup> for Summer semester, June 1<sup>st</sup> for Fall Semester, and December 1<sup>st</sup> for Spring semester. Non-degree seeking students may use tuition remission only on a space available basis.

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.

## ***Employee Handbook***

Courses may be audited on a space available basis. Tuition remission will be applied to audit costs. If tuition remission is applied to credit hours generated by independent study or portfolio evaluations, the employee and/or dependent will be responsible for remitting to the University the normal user's fee 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, their eligible spouses and/or dependents 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.

All financial obligations to the University must be met in order for a student (faculty, staff, or their dependent) 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.

It is the responsibility of faculty and staff to apply annually for tuition remission benefits for themselves and their spouses in order for tuition remission to be credited to their student account. Faculty and staff with dependents entering on a full time basis should complete the tuition remission application form and submit to the Office of Human Resources by November 1 of the academic year prior to admission as a full time student. Full time students must also complete appropriate admission procedures to determine eligibility for admission to the program of interest. All students should complete the Free Application for Federal Student Aid (FAFSA) annually to determine their eligibility for federal and state grant funding.

Tuition remission grants for faculty and staff are renewable annually upon completion of an application form provided that the individual is in good academic standing and making Satisfactory Academic Progress as defined by the University catalogue.

Tuition remission grants for dependents are renewable as follows:

- Tuition remission grants are renewable for a total of four academic years (including summer sessions) provided that the student meets standards of academic progress (credit hour generation) and standing (GPA) as defined by the University catalogue. Exceptions will be made when the requirements of an academic program exceed the four-year time frame.
- Students enrolled in and fully meeting the program recommendations of Project EXCEL may be granted an extension of the benefit for a total of five years.
- Tuition remission grants are available for the completion of one baccalaureate degree program.
- The Free Application for Federal Student Aid (FAFSA) should be completed.
- Dependents will be recognized as recipients of institutional University academic scholarships but will be precluded from receiving an award of need based institutional funds.

Tuition remission grants remain in effect only during the association of the parent or spouse with the University.

## ***Employee Handbook***

Part time employment years of service will be taken into consideration when an employee becomes full time.