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4.707 Tuition Remission

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Tuition Remission Policy 4.707	
Human Resource Policies		Effective date: January 1, 2003	
Policy History:	Approved by:	Resolution #	Date:
Approved	Board of Governors	10.19.02:12	October 19, 2002
Revised	Chancellor	N/A	April 26, 2020
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Director of Human Resources	937-769-1375	All Benefit Eligible Employees, except those employees in a recognized bargaining unit.

I. Introduction

A. Purpose

Antioch University (“AU”) provides tuition remission benefits for all benefits-eligible employees. This policy establishes guidelines and conditions for eligibility, percentage rates allowed for various academic program levels, enrollment and term limits to receive tuition remission benefits for all employees except those in a recognized bargaining unit.

II. Eligibility

- A. Benefit-eligible employees as defined in Policy 4.701, shall be eligible for 100% tuition remission in undergraduate and master’s level programs of Antioch University.
- B. Spouses, domestic partners or dependent children under the age of 25 of benefit-eligible employees shall be eligible for 100% tuition remission in undergraduate

level programs and 50% tuition remission in master's level programs of Antioch University.

- C. Employees who are on an approved phased retirement (Policies 4.713 and 5.343) at 50% FTE or greater, their spouses, domestic partners or dependent children under 25, shall be eligible for a 50% tuition remission benefit in undergraduate and master's level programs of Antioch University.
- D. Full-time employees shall be eligible for a 50% tuition remission in doctoral level programs of Antioch University.

III. Conditions

- A. Tuition benefits will be applicable only to enrollment that occurs after one full year of employment with Antioch University.
- B. Tuition benefits shall be limited to a maximum of five full-time student equivalent years, per eligible employee, spouse, domestic partner, or dependent child under the age of 25.
- C. The study schedule of employees must be approved by their supervisors, the campus Human Resources Director and the Provost. Approval, including credit limits per semester, will only be granted if the study schedule can be accommodated without interference with the operations of the University. Provosts have the authority to limit the number of employees, spouses, domestic partners or dependent children under the age of 25 receiving this benefit in any given fiscal year if warranted by budgetary or capacity constraints. Should limits become necessary, those employees who do not receive the benefit shall be placed on a first-come, first-served basis waiting list with employees having first priority over dependents.
- D. Tuition remission does not cover any costs or fees, other than those normally and customarily covered by tuition, or any costs related to a student's program incurred by the University for the purchase of services from external sources. Employees should consult with the Provost about such non-reimbursable elements before enrolling.
- E. Admission and enrollments shall be subject to all regular admissions and registration requirements.
- F. Tuition benefits for employees, their spouses, domestic partners or dependent children shall not extend beyond the effective date of termination of employment of the eligible employee. Benefits to the surviving spouse, domestic partner or children of a deceased employee shall be at the discretion of the Provost with the approval of the Chancellor.

- G. The employee must apply to the Human Resources Department for participation in any Antioch program. Ordinarily, this application must be received by March 1 preceding the academic year. This application is necessary so that funding can be included, as approved, in the budget for the next fiscal year.
- H. Tuition benefits will not be applicable for any program other than an Antioch University program.
- I. Non-credit, "auditing" privileges shall be generally available, without cost, to employees, their spouses, domestic partners and dependent children, subject to capacity and the approval of supervisors and the Provost.
- J. For purposes of this policy, a dependent child must be under the age of 25 at the start of the academic term and must have been claimed as a dependent on the most recently filed Federal Income Tax Return by the employee.
- K. Tuition remission benefits may be taxable to the recipient. Employees should consult their tax advisors regarding income tax consequences.