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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"/> <i>Interim</i>		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 (Non-substantive)	Office of University Counsel	N/A	May 17, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Director of Human Resources	937-769-1375	All 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. Full-time employees shall be eligible for 100% tuition remission in undergraduate programs in the event that they attend any campus of Antioch University and 100% tuition remission in master’s level programs at their campus.

B. Spouses, domestic partners or dependent children under the age of 25 of full-time employees shall be eligible for 100% tuition remission in undergraduate programs in the event that they attend any campus of Antioch University.

C. Spouses, domestic partners or dependent children under the age of 25 of full-time employees attending the employee's campus of Antioch University are eligible for 50% tuition remission in master's level programs.

D. Full-time employees, their spouses, domestic partners or dependent children under 25 shall be eligible for 50% tuition remission in master's level program in the event that they attend any campus of Antioch University other than the campus of the University in which the employee is employed.

E. Part-time employees shall be eligible for a prorated reduction of tuition reflective of the amount of time worked (i.e., those working half-time will be entitled to a 50% tuition reduction benefit) in undergraduate programs and to a reduction reflective of half the amount of time worked (i.e., those working half-time will be entitled to 50% reduction) in master's level programs in the event that they attend their Antioch University campus.

F. Full-time employees shall be eligible for a 50% tuition remission in doctoral level programs offered by the University.

III. Conditions

A. Tuition benefits will be applicable to enrollment after one year of employment.

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 campus 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 or the employee's campus. Campus 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.

D. Employees, their spouses, domestic partners or dependent children attending Antioch must pay all costs, other than those normally and customarily covered by tuition, and/or all costs related to a student's program incurred by the University for the purchase of services from external sources.

E. 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 by the eligible employee. Benefits to the surviving spouses, domestic partners or children of deceased employees shall be at the discretion of the campus Provost with the approval of the Chancellor.

G. The employee must apply to the Human Resources Department for participation in any Antioch program by January 1 preceding the academic year. This application is necessary so that funding can be included, as approved, in the campus budget for the next fiscal year (see I. above).

H. Tuition benefits will not be applicable for any program other than an Antioch University Program.

I. 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 campus 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 Tax Return by the employee.

K. Tuition benefits may be taxable to the employee. Employees should consult their tax advisors in regards to their personal tax status.