BUTLER UNIVERSITY
POLICY & PROCEDURE

POLICY NAME: Tuition Remission Policy
Policy Number:
SCOPE: Faculty & Staff Members
Department: Human Resources
EFFECTIVE DATE: June 1993
Rev. Date: June 1998 & December 12, 2011

POLICY:

Butler University provides an employment benefit of remission of tuition for Butler full-time employees. A full-time employee is an individual who works at least 37.5 hours per week for at least nine months out of the year. This benefit is to assist the employee in personal growth through intellectual development as well as helping enhance the skills and abilities of each individual to reach their full potential.

The program also is available to dependents to encourage continued educational and intellectual development at the undergraduate level and to spouses at both the undergraduate and graduate level. Degree-seeking status is predicated on the individual meeting Butler University’s admission requirements. The University encourages and expects the family will take advantage of all possible aid programs to assist in financing the educational expenses such as the State Student Assistance program of Indiana.

The tuition remission benefit provided by Butler University is subject to all applicable IRS rules and regulations and may result in taxable income in certain circumstances. Employees should contact their tax advisor regarding the impact of the benefit on the amount of taxable income that they may be required to report to the IRS.

PROCEDURE:

1. Remission for full-time employees

   Individuals are eligible after nine months of continuous employment for the tuition remission program. Once the eligibility requirement has been met the employee will qualify for 100 percent tuition remission but will be limited to a maximum of six credit hours per semester. A waiver of the nine month policy will be granted if the individual has been an employee at another institution of higher education for at least one year of full-time employment prior to joining the Butler community. Tuition remission for employees is available upon approval of the employee’s immediate supervisor. Employees are encouraged to discuss their educational plans with their supervisor at least a semester ahead of intended enrollment to ensure that proper arrangements are made for uninterrupted daily work flow and for make-up time away from the job. The tuition remission form for employees should be obtained from Human Resources, signed by the employee’s supervisor and Human Resources or designee and then returned to the Office of Student Accounts for processing.

2. Remission benefits for spouses and dependents of full-time employees

   A. Faculty and staff must first meet the eligibility requirements as stated above. The process for tuition remission for spouses and dependents should coincide with the normal Financial Aid Office and Admission Office time tables and may require as much as six months lead time prior to the expected time of enrollment for full-time status. Verification from Human Resources is mandatory before the application is processed by Student Accounts.

   B. Butler requires students applying for tuition remission to complete the Free Application for Federal Student Aid (FAFSA) prior to March 1 of the year they wish to enroll. (The requirement to file the FAFSA may be waived after a conversation with the Director of
Financial Aid. Full-time students may qualify for federal or state assistance, and tuition remission will cover any tuition costs not covered by these programs.

C. An employee’s dependent is defined as an unmarried natural/adopted child that is under the age of 25. Stepchildren are eligible for tuition remission/exchange if the employee can demonstrate that they have supported the unmarried stepchild on the employee’s prior year income tax return and/or that the stepchild has lived with the employee one year immediately prior to enrollment at Butler. Verification must be supplied to Human Resources with the application for tuition remission.

D. The tuition remission policy for dependents other than spouses is only applicable for obtaining the first post secondary degree. Transfer hours are included. Dependents are not eligible to receive tuition remission for graduate courses.

E. If the child of the employee applies and qualifies for financial aid as an independent student, the child will not be eligible for tuition remission from the employee’s benefit.

3. Tuition remission for adjunct faculty

An adjunct faculty member will be eligible for tuition remission after teaching at least one course annually for three years consecutively or a total of 15 credit hours, regardless of years, whichever comes first. The faculty member must be teaching while receiving this benefit. Once eligibility is established, the adjunct faculty member may receive tuition remission for one course, excluding independent studies, for themselves only, during any semester that the faculty member is teaching.

4. Tuition remission for part time-staff employees

Regular part-time staff employees who work at least 20 hours a week for 12 months a year will receive tuition remission for themselves only, at a rate of one-fourth remission after one year of employment and one-half remission after three years employment. The same procedures apply as for full-time employees.

5. General Guidelines

A. The applicant (employee applying for the benefit) can apply for tuition remission for a semester at a time.

B. The employee is required to pay a service fee of $25 for processing each and every tuition remission application whether part- or full-time. Fees are non-refundable.

C. The student must remain in good academic standing to continue to be eligible for the tuition remission benefit. This is in accordance with university policy.

D. A combination of tuition remission, Butler Scholarships, Jordan College of Fine Arts (JCFA) audition awards and other institutional funds, shall not exceed tuition. If an academic scholarship, departmental scholarship, or athletic scholarship is awarded, the remission will be reduced by this same amount.

E. The employee and spouse are eligible to receive tuition remission to earn a graduate degree or to take graduate courses.

F. Once an employee of Butler University ends his/her employment, eligibility in the program will be terminated. If the employee leaves during the semester, the dependent is eligible to participate through the end of the semester in which the termination occurs.
G. Tuition remission (TR) is to be used for tuition charges on the Butler University campus in Indianapolis. The only exception is study abroad. To be eligible for the study abroad program, the employee’s dependent or spouse must have been enrolled full-time (minimum of 12 hours for both the fall and spring semesters) at Butler University in a degree-seeking program the previous year. Butler’s Center for Global Education maintains a list of programs approved for overseas study and manages all study abroad activity.

Eligible students may utilize the tuition remission benefit during two periods of overseas study.

FOR A FIRST SEMESTER OF STUDY ABROAD:

For a first semester of study abroad, students may use 100% of the TR benefit only if they participate in

a) a reciprocal exchange program at one of Butler’s bilateral partner universities abroad;

b) a reciprocal exchange program of the International Student Exchange Program (ISEP);

c) Butler’s Semester in Spain (Alcala) program or Global Adventures in the Liberal Arts (GALA) program.

For a first semester of study abroad through any other organization or program on Butler’s list of approved programs, if the 3rd party program is less than BU tuition, the TR benefit is BU tuition less 50% of the program’s tuition charges. The student is responsible for paying 50% of the program’s tuition charges. If the 3rd party program is equal or greater than BU tuition, the TR benefit is 50% of BU tuition and the student pays the remaining balance of the program’s tuition charges.

FOR A SECOND SEMESTER OF STUDY ABROAD:

For a second semester of study abroad, students may use 100% of the TR benefit only if they participate in

a) a reciprocal exchange program at one of Butler’s bilateral partner universities abroad;

b) a reciprocal exchange program of the International Student Exchange Program (ISEP);

c) Butler’s Semester in Spain (Alcala) program or Global Adventures in the Liberal Arts (GALA) program.

For a second semester of study abroad through any other organization or program on Butler’s list of approved programs, if the 3rd party program is less than BU tuition, the TR benefit is BU tuition less 75% of the program’s tuition charges. The student is responsible for paying 75% of the program’s tuition charges. If the 3rd party program is equal or greater than BU tuition, the TR benefit is 25% of BU tuition and the student pays the remaining balance of the program’s tuition charges.
FOR A SUMMER PROGRAM:

During the summer, the TR benefit applies exclusively to short-term programs abroad that are organized and led by Butler faculty members and administered through the Center for Global Education. No other summer programs abroad qualify for TR support. The TR benefit is 100% of the instructional cost (tuition) of the faculty-led program. This will count as one of the student’s two semesters of eligibility for TR support for study abroad.

6. Benefits Affecting Dependents of Retired or Deceased Employees

A. The spouse and/or dependent children (until the age of 25) or any full-time faculty or staff member who dies while in service to the University (and meets all of the above requirements) shall be permitted to attend the University under the auspices of the tuition remission program until the first post-secondary degree is earned, provided they meet admission requirements.

B. If an eligible employee retires from Butler at 59 years of age or older and has served a minimum of 10 years of continuous employment at Butler University the tuition remission will be extended to the retiree, the spouse of the retiree, and/or all dependent children (as defined in 2C) born before the time of retirement. If the retiree should die, this benefit will continue for the spouse and the dependent children. Benefits cease for the spouse if he/she remarries.

7. Benefits for Employees on Long-Term Disability

If an employee has been employed at the University for a minimum of 10 years of continuous employment, and is on permanent, long-term disability, tuition remission will be extended to the employee, the spouse of the employee and/or all dependent children (as defined in 2C) born during the time of employment. If the disabled employee dies, the benefit will continue for the spouse and the dependent children. Benefits cease for the spouse if he/she remarries.

8. Tuition Remission Agreement Between Butler University and Christian Theological Seminary

Butler University and Christian Theological Seminary (CTS) shall offer remission of 50 percent of tuition to all full-time employees, their spouse, and dependent children who wish to take course work in the other institution.