



Tuition Remission Policy

Policy Type: Qualified Participants-University Wide
Responsible Office: Human Resources
Effective Date: June 1993
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POLICY:

Butler University provides tuition remission for Butler employees and certain external partners. This benefit is to assist the **qualified participant** (see definitions section) in personal growth through intellectual development as well as helping enhance the skills and abilities of each individual to reach their full potential.

Tuition remission is also available to dependents and spouses of **full-time** Butler University qualified participants. University employees may take credit bearing classes at both the undergraduate and graduate degree seeking levels or certain eligible post baccalaureate credit bearing certificate programs. Dependents are permitted to continue educational and intellectual development at the undergraduate degree seeking level only. Spouses are permitted to take classes at both the undergraduate and graduate degree seeking levels, or certain eligible credit bearing certificate programs. The number of tuition remission students (employees or their spouses) in any given graduate degree program or eligible post baccalaureate credit bearing certificate is determined by the dean of the college in accordance with the approved financial model of the program to ensure it meets its revenue goals. If there are more qualified tuition remission applicants than there are tuition remission seats in a graduate or eligible post baccalaureate credit bearing certificate program, the dean of the college will determine which qualified applicants are provided admission in a given cohort.

Degree-seeking status is predicated on the individual meeting Butler University's admission requirements. The University encourages spouses and dependents to take advantage of all possible financial aid programs in addition to tuition remission.

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.

ELIGIBILITY:

1. Remission benefits for Butler University qualified participants

Employees are eligible for tuition remission after nine (9) months of continuous employment. A waiver of the nine (9) month waiting period may be granted if the individual has been an employee at another institution of higher education for at least one (1) year of employment at the same employment level (ie. part-time, adjunct, full-time, etc.) prior to joining the Butler community. These eligibility requirements must be met before approval for tuition remission can be granted as outlined below.

- a. **Remission for full-time Butler University qualified participants:** Once the eligibility requirement has been met the full-time employee will qualify for 100% tuition remission but will be limited to a maximum of **six (6)** credit hours per semester (fall, spring, summer).
- b. **Remission for legally married spouses and dependents of full-time Butler University qualified participants:**

An employee's dependent is defined as an unmarried natural/adopted/step child/legal-guardian child that is under the age of 26. Dependents and legally married spouses are eligible for tuition remission only if the employee can demonstrate that they have supported the unmarried dependent on the employee's prior year income tax return. Students who turn 26 during a semester, will be allowed to finish this semester using Tuition Remission. Effective Fall 2019, for all new incoming students tax documentation establishing dependent eligibility must be presented to Human Resources along with Tuition Remission authorization form before the Tuition Remission credit is processed by Student Accounts. Spousal benefits cease for the spouse upon filing for divorce. Dependents are not eligible to receive tuition remission for graduate courses

including Pharm/MBA and Pharm/MS and the last two years of PharmD and spouses will require additional levels of approvals from COPHS to be eligible for these graduate programs.

The process for tuition remission for legally married 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 date of enrollment for full-time student status. Verification of employee eligibility by Human Resources is mandatory.

Butler requires dependents of full-time Butler University qualified participants applying for tuition remission to complete the Free Application for Federal Student Aid (FAFSA) prior to March 1, each year they plan to enroll. Full-time students may qualify for state or federal assistance that may help cover tuition costs. The requirement to file the FAFSA may be waived after a conversation with the Director of Financial Aid.

- c. **Remission for Butler University Adjunct Faculty:** Adjunct faculty members will be eligible for tuition remission for **themselves only**, after teaching at least one (1) course annually for three (3) 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 (1) course per semester.
- d. **Tuition remission for regular part-time Butler University qualified participants:** Regular part-time staff members 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.
- e. **Benefits for retired Butler University qualified participants:** Beginning Fall semester 2018, when a full-time Butler University qualified participant retires from Butler University at age **55 or older and has served a minimum of 15 years** at Butler the tuition remission will be extended to the retiree for a period of five years after the date of retirement.
- f. **Benefits for Dependent/Spouse of Retired or Deceased full-time Butler University qualified participants:**
 - i. **Upon death of employee:** The spouse and/or dependent children (until the age of 26 and unmarried) of any full-time Butler University qualified participant, who passes away while in service to the University, 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 eligibility requirements. Spousal benefits cease for the spouse upon remarriage.
 - ii. **Upon retirement of employee:** The spouse and/or dependent children (until the age of 26 and unmarried) of any full-time Butler University qualified participant, who retires from the University (at age 55 or older and has served a minimum of 15 years), 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 eligibility requirements as stated in (e) above. Spousal benefits cease for the spouse upon filing for divorce.
- g. **Benefits for Employees on Short Term Disability:** Short Term Disability - If an employee meets the eligibility criteria and is on short-term disability leave, the employee, spouse and/or dependent children shall be permitted to complete the degree program in which they are eligible and currently enrolled at the onset of the disability unless employment is terminated. Upon termination of employment only the semester currently enrolled in may be completed under tuition remission credit.
- h. **External Program Partners:** The percentage of tuition remission benefit is determined by the individual agreement with each partner institution. All external programs must be authorized for tuition remission by the VP of Finance and Administration before any Dean or Division head can sign off on these.
- i. **Eligibility for Other Programs:** Non-credit certificate programs offered through Butler University colleges or departments are not eligible for tuition remission. Applicants should inquire directly with the college offering the non-credit program if any discounts are available.

2. Application Procedures

- a. Complete the Tuition Remission Authorization form for each semester of courses. The form can be found at <https://www.butler.edu/hr/tuition-remission>, and once all the approval steps have been completed the form should be submitted to the Student Accounts office by the first day of each academic term.
- b. All tuition remission authorizations require the approval of the qualified participant's supervisor each semester. Employees who are applying for Tuition Remission 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 to make-up time away from the job.
- c. Supervisor approved forms must be submitted to Human Resources along with a copy of the student's schedule for verification of eligibility.
- d. Effective Fall 2018, dependent/spouse eligibility must be verified by presentation of tax documentation on an annual basis to Human Resources.
- e. HR approved forms need to be submitted to the Office of Student Accounts for processing, along with the \$25.00 administrative fee. Payment may be submitted via check or cash at the Office of Student Accounts. Electronic payment of fee may be submitted via E-Pay prior to submitting approved form to Student Accounts. Fees are non-refundable and subject to change.

3. Additional Information

- a. The student must remain in good academic standing to continue to be eligible for the tuition remission benefit.
- b. A combination of tuition remission, Butler Scholarships, Jordan College of the Arts (JCA) audition awards, and other institutional funds, shall not exceed tuition. Indiana state aid sources are restricted to tuition and fees and will be coordinated with the tuition remission benefit.
- c. Once an employee of Butler University ends his/her employment voluntarily, eligibility for the program will be terminated. If the employee leaves employment **during** the semester, the employee, spouse and dependent may continue to be eligible to participate in the tuition remission program through the end of the semester in which the termination occurs. Continuation is subject to approval by Human Resources.
- d. Eligibility for employees involuntarily terminated from employment must be reviewed by HR prior to continuation of the benefit.
- e. Tuition remission is to be used toward Butler University tuition charges.

4. Remission for Study Abroad Program Opportunities

The **full-time Butler University qualified participant**, their dependent and/or spouse may be eligible to apply to the study abroad program. Butler's Center for Global Education maintains a list of approved programs and manages all study abroad activity.

In order to be eligible for the study abroad program the eligible dependent and/or spouse **must have been enrolled full-time** (minimum of 12 credit hours for undergraduate dependent and 6 credit hours for spouse) at Butler University, in a degree-seeking program, **during both the fall and spring semesters prior to the intended study abroad semester**. Employee participation in study abroad may be limited and requires supervisor and HR authorization.

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

a. **First & Second Semester Study Abroad Guidelines:**

- i. Eligible students may receive 100% tuition remission for the first semester of study abroad **only** if they participate in one of the following:
 - a reciprocal exchange program at one of Butler’s bilateral partner universities abroad;
 - a reciprocal exchange program of the International Student Exchange Program (ISEP);
 - Butler’s Semester in Spain (Alcala) or Global Adventures in the Liberal Arts (GALA) programs.
- ii. If a third party is involved in the administration or funding, the tuition remission benefit will be 50% of the Butler tuition charged for the first semester abroad. For a second semester abroad, the tuition remission benefit will be 25% of Butler tuition for the semester.

b. **Summer Study Abroad Programs:**

- i. During the summer term, tuition remission 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 tuition remission benefits. The tuition remission benefit will cover 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 tuition remission for study abroad.

5. **DEFINITIONS:**

a. **Qualified Participants:**

- i. **Full-Time Butler University employee** – A qualified full-time employee (faculty or staff) is an individual who works at least 37.5 hours per week for at least nine months of the year.
- ii. **Part-time Butler University employee** – A qualified part-time employee for tuition remission eligibility, is an individual who works at least 20 hours per week for at least 12 months of the year.
- iii. **Adjunct Faculty** - A current qualified adjunct faculty member is an individual who has completed teaching at least one (1) course annually for three (3) years consecutively, or a total of 15 credit hours, regardless of years, whichever comes first.

- b. **External Program Partners:** – An eligible External Program Partner is a participant whose eligibility is defined in separate partnership agreement and who have received authorization from the VP for Finance and Administration before approval from the Tuition Remission supervisor of the External Program and HR. Tuition remission or a tuition discount for external partners are subject to provisions within their individual contracts with Butler University.

- c. **Audit for Enrichment:** Audit for Enrichment (AFE) is a not-for-credit learning experience available to employees only. Enrollment in the program is completed by the Registrar. Proof of enrollment in the program must be submitted to HR with the completed TR Authorization form. The HR approved form & proof of enrollment in the program are submitted to the Office of Student Accounts with the non-refundable TR fee for processing. Details of the program are available at <https://www.butler.edu/registrar/audit>.

Please note the Human Resources Department may modify this policy with or without notice. Any such modification will be effective immediately upon posting.