



Tuition Remission Policy

Policy Type:	Total Rewards, University Wide, Eligibility Required
Policy Owner:	The Office of Human Resources, Total Rewards Department
Policy Collaborators:	Academic Affairs Finance & Administration Enrollment Management Strategy & Innovation
Origination Date:	June 1993
Effective Date:	July 2022
Next Review and Publication Date:	December 2022

Butler University, founded on ideals of equity and academic excellence, creates and fosters a collaborative, stimulating intellectual learning environment. We are inspired to boldly innovate and broadly educate, enriching communities and preparing all learners to lead meaningful lives.

Part of the communities we serve include our employees, their spouses, and dependents. Butler University believes providing life-long learning opportunities for Butler's faculty, staff and families not only aligns with our mission but also provides well-being for our faculty, staff, and their families to be at their best in the present, in the future and as they continue to make positive impacts to the legacy of our university.

Tuition Remission provides qualified, eligible participants (see definitions below) with free tuition toward an undergraduate and/or graduate degree or certain eligible post baccalaureate credit bearing certificate programs. The benefit is for tuition only and does not cover fees or other costs associated with coursework or enrollment.

Tuition Exchange is a program among several hundred institutions who exchange a tuition benefit for a select number of qualified and eligible participants (see eligibility criteria below). The total number of qualified and eligible participants that can utilize the benefit each year varies from institution to institution. For Tuition Exchange information, please contact your Benefits department at benefits@butler.edu and visit <https://www.butler.edu/human-resources/benefits/financial/tuition-exchange/>.

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>.

TUITION REMISSION is available to the following qualified participants:

- **Full-Time university employees (faculty and staff):** working a minimum of 37.5 hours/week for at least nine months of the year.
 - Tuition Remission is covered at the *undergraduate/graduate level and certain eligible post baccalaureate credit bearing certificate programs* after the employee has served in a Butler University role for nine (9) continuous months

The nine (9) month waiting period is waived for employees with at least one (1) year of employment at the same level (i.e., part-time, adjunct, full-time, etc.) at a previous higher education institution immediately preceding their role at Butler

- *Remission for full-time Butler University qualified participants:* Once the eligibility requirement has been met, full-time employees qualify for 100% tuition remission for a maximum of **six (6)** credit hours per semester (fall, spring, summer).

- Legally married Spouses of full-time Butler University qualified participants at the *undergraduate/graduate level and certain eligible credit bearing certificate programs*

spouses require approval from COPHS to be eligible for these graduate programs.

- Qualified and eligible legally married spouses are not limited to a specific number of credit hours per semester.

- Dependents (unmarried natural/adopted/step/legal-guardian child, under the age of 26) of **full-time** Butler University qualified participants for *undergraduate programs only*

- Qualified and eligible dependents are not limited to a specific number of credit hours per semester.
- Students who turn 26 during a semester will be allowed to finish the semester using tuition remission.

Dependents are not eligible to receive tuition remission for graduate courses including Pharm/MBA and Pharm/MS and the last two years of other degrees such as, but not limited to, PharmD, Dual Engineering, Music Ed, Music Therapy, etc. Please note this list is not exhaustive. Should you have questions about your program, please ask the program administrator

- **Part-time - faculty or staff:** working a minimum of 20 hours/week for at least 12 months of the year.
 - Regular Part-time university employees (for self only): at the *undergraduate/graduate level and certain eligible post baccalaureate credit bearing certificate programs* after working at least 20 hours per week for 12 months per year
 - *Tuition remission for regular part-time Butler University qualified participants (self only):* Qualified and eligible (see above) regular part-time staff members will receive tuition remission at a rate of one-fourth remission, after one year of employment, and one-half remission after three years employment.
- **Adjunct Faculty (for self only):** individual 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.
 - Remission is covered at the *undergraduate/graduate level and certain eligible post baccalaureate credit bearing certificate programs* 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.
- **Retired full-time employees:** at the *undergraduate/graduate level and certain eligible post baccalaureate credit bearing certificate programs* after retiring from Butler University at age **55 or older and served a minimum of 15 years** for a maximum of five (5) years from date of retirement (this applies to employees, legal spouses, and dependents).
 - *Benefits for retired Butler University qualified participants:* Retired employees (age 55 or older and served a minimum of 15 years at Butler).
 - Legally married Spouses may attend the university until the first post-secondary degree is earned, provided they meet policy requirements within this policy. Spousal benefits cease at the end of the semester for the spouse upon filing for divorce.
 - Dependents (unmarried natural/adopted/step/legal-guardian child, under the age of 26) may attend the university until the first post-secondary degree is earned, provided they meet policy requirements within this policy.

Students who turn 26 during a semester will be allowed to finish the semester using tuition remission. Spouses who file for divorce during a semester will be allowed to finish the semester.

- **Deceased full-time employees:** The spouse and/or dependent children (unmarried natural/adopted/step/legal-guardian child, under the age of 26) of any full-time Butler University qualified participant, who passes away while in service to the University
 - Legally married Spouses may attend the university until the first post-secondary degree is earned, provided they meet policy requirements within this policy. Spousal benefits cease at the end of the semester after remarriage
 - Dependents (unmarried natural/adopted/step/legal-guardian child, under the age of 26) may attend the university until the first post-secondary degree is earned, provided they meet policy requirements within this policy.

Students who turn 26 during a semester will be allowed to finish the semester using tuition remission. Spouses who remarry during a semester will be allowed to finish the semester.

- **Employees on 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 continue their degree program in accordance with policy.
 - *Benefits for Employees on Short Term Disability:* Eligible employees on short-term disability and their legally married spouse and/or dependent(s) shall be permitted to complete the degree program in which they are eligible and currently enrolled at the onset of the disability. Upon termination of employment only the semester currently enrolled in may be completed under tuition remission credit.
- **External Program Partners:** approved participants whose eligibility is defined in a separate partnership agreement and who have received pre-authorization from the VP for Finance and Administration. Tuition remission or a tuition discount for external partners are subject to provisions within their individual contracts with Butler University.
 - External 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.

All external programs must be pre-authorized for tuition remission by the VP of Finance and Administration

POLICY REQUIREMENTS and IMPORTANT NOTES:

- Participants must meet the institution's admission requirements and remain in good standing while utilizing the benefit
- All tuition remission participants will pay a \$25 per semester administrative fee
- For Online Program Management (OPM) supported programs, a per credit hour fee may be assessed in addition to the \$25 administrative fee. Please check with your program to determine fees associated with the degree. Examples of OPM based programs include, ***but not limited to***, Online Strategic Communication Certificate, Online Masters in Strategic Communication, Online Masters in Data Analytics, Online PharmD, Online Masters Business Administration programs, etc. ***Please note this list is not exhaustive.*** If you have questions about your specific program, please contact the program administrator.

- *Other financial aid and awards*
 - Employees and dependents who will receive the Tuition Remission benefit for an undergraduate degree program are required to complete the Free Application for Federal Student Aid (FAFSA) prior to March 1 each year they plan to enroll. Students may qualify for state and federal financial aid to help cover tuition and other costs. Indiana state aid programs are restricted to tuition and fees and will be coordinated with the TR benefit. If you have questions about filing the FAFSA, please contact the Office of Financial Aid.
 - Other Butler merit scholarships or institutional grants including JCA College of the Arts Award will be replaced by the tuition remission award as institutional aid is restricted to tuition.
- Employees in all categories of qualified participants must demonstrate relationship with legally married spouse or dependent(s) via:
 - marriage license for spouse
 - dependent birth certificate or adoption certification for dependents
- Benefits apply to tuition only (books, fees, room, and board are not covered)
- Employees and/or the spouse/dependent(s) who experience a change in eligibility resulting in loss of this benefit will be permitted to complete the current semester prior to losing the benefit. Changes in eligibility include:
 - Voluntary resignation (involuntary resignations are taken case by case basis and reviewed by Human Resources)
 - Spousal Divorce or Remarriage
 - Dependent turning age 26 or marrying
- The number of tuition remission students in a graduate degree program or eligible post baccalaureate credit bearing certificate are limited
 - Limits are determined by the dean/director of the college/division in accordance with approved financial model of the program
 - If the number of eligible applicants exceeds the number of available seats, the dean/director of the college/division will make the final determination of admission in each cohort
- Tuition remission and exchange benefits are 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 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.

1. Application Procedures

Effective Fall 2022, the process for tuition remission for employees, legally married spouses and dependents should coincide with the normal Financial Aid Office and Admission Office timetables and may require as much as three months lead time prior to the expected date of enrollment. Verification of employee eligibility by Human Resources is mandatory.

- a. Complete the Tuition Remission Authorization Form for each semester of courses by the first day of each academic term.
- b. Tuition remission authorizations for Butler employees require the approval of the qualified participant's supervisor each semester. Supervisor approved email must be uploaded with the tuition remission authorization form. 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 workflow and to make-up for time away from the job.

- c. Eligibility must be established for each qualified and eligible spouse or dependent. The following required documentation for eligibility must be uploaded with the tuition remission authorization form:
 - i. Marriage certificate for spouse
 - ii. Birth certificate for dependents
- d. Administrative fee of \$25 must be submitted via check or cash to the Office of Student Accounts for processing. Electronic payment of fee may be submitted via E-Pay. Fees are non-refundable and subject to change. Fees must be paid before tuition remission is processed.

Upon completion of the application procedures, your application will be reviewed, and a determination email will be sent to the employee by Human Resources.

2. 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.