Benedictine University

Undergraduate Tuition Remission (UTR) Program
Policy, Procedure and Application Form

Eligibility Standards

Employee: Benefit-eligible employees of Benedictine University, who consistently display satisfactory job performance, are eligible for the University's Undergraduate Tuition Remission Program. A benefit-eligible employee is defined as an employee working a minimum of 1560 hours or an average of 30 hours per week annually and who is classified by Human Resources as a regular University employee in the following categories: Faculty or Staff.

Benefit-eligible employees are not eligible for the University's Tuition Remission Program prior to the completion of the Introductory Period and/or twelve (12) weeks after the start date of benefit-eligible employment. If the course starts within the 12-week introductory period, there will be no percentage of tuition reduction applied to the tuition balance incurred. The entire tuition amount will be the responsibility of the employee, spouse or dependent.

Dependents/Spouse: Benefit-eligible employees that satisfy the above eligibility standards are eligible for the University's Undergraduate Tuition Remission Program for their spouse and dependent children.

The term "spouse" for the purposes of this benefit means that you are legally recognized as being married in the state of Illinois. The employee may be required to provide proof of eligibility (marriage license).

The term "child" for the purposes of this benefit means the natural, adopted, or step-children of the eligible employee. The term "dependent child" for the purpose of this benefit means children who are eligible to be claimed as a dependent for federal income tax purposes and who have not reached the age of 24 as of the first day of the semester for which the tuition reduction is granted. The employee may be required to provide proof of eligibility (e.g. tax forms, birth certificate, etc.).

To be eligible as a dependent for federal income tax purposes a child must be a U.S. citizen, U.S. resident alien, U.S. national, or a resident of Canada or Mexico for some part of the year and must be a qualifying child.

To be a qualifying child, the child:
- Must be (a) under age 19 at the end of the year, (b) under age 24 at the end of the year and a full-time student or (c) any age if permanently and totally disabled.
- Must have lived with you for more than half of the year,
- Must not have provided more than half of his or her own support for the year, and
- If the child meets the rules to be a qualifying child of more than one person, the employee must be the person entitled to claim the child as a qualifying child.

For eligible employees who have died or have become disabled, tuition reduction under the Undergraduate Tuition Remission Program for their spouse and eligible dependents will be continued, pursuant to the rules stated above. However, children born to or legally adopted by the spouse after the death of the eligible employee are not eligible for tuition reduction under the Undergraduate Tuition Remission Program.

Tuition Exchange Program

Dependent children of benefit-eligible employees are eligible to participate in the Council of Independent Colleges (CIC) Tuition Exchange Program or the Catholic College Cooperative Tuition Exchange Program (CCCTE). These programs allow dependents of benefit-eligible employees the opportunity to attend other participating colleges and universities tuition free.

Dependent children must satisfy the above stated eligibility standards, and benefit-eligible employees must be employed continuously 1750 hours or more annually as regular, benefit-eligible for one year for dependent children to be eligible to participate. A change of status to less than 1750 annual hours for the eligible employee will terminate eligibility in this program.

Visit the following websites for participating schools, procedures and application forms.

The application form will need to be signed by Human Resources as verification of eligibility before the employee can submit it to the designated tuition exchange liaison officer in Financial Aid.

Catholic College Cooperative Tuition Exchange Program (www.cccte.org)

Council of Independent Colleges (CIC) Tuition Exchange Program (www.cic.edu/TEP)

The Tuition Exchange (TE) Program (www.tuitionexchange.org)

Educational Costs Covered

Employee: For traditional Undergraduate programs, Benedictine University will cover the full amount of undergraduate tuition costs for one course per semester for benefit-eligible employees. In the event that a second course is elected, approval from the immediate supervisor and the appropriate divisional vice president is required. ACADEMIC AFFAIRS DIVISION – Each application form must have the division's Approval of Staff Professional Development form attached with the appropriate signatures. If an employee elects to take more than the approved number of eligible courses, the cost of the additional course(s) will be the responsibility of the employee.

For adult accelerated Cohort programs, Benedictine University will cover all courses in sequence taken by benefit-eligible employees enrolled in a nontraditional, adult cohort program through the National Moser Center (ex: BAM, BAOL, etc.) provided that there are at least 14 students who are not benefit-eligible employees/dependents/spouses enrolled prior to the launch of the cohort. The policy is not retroactive to any course taken prior to July 27, 2015.

There are undergraduate programs that offer courses throughout a semester. For the purpose of the Undergraduate Tuition Remission Program, these are not individual terms. They are modules set up within the semester. Tuition Remission for these programs will be applicable to up to two courses within the traditional semester. Benefit-eligible employees interested in the Adult Accelerated Enrollment cohort program should contact the Adult Accelerated Enrollment department for availability/eligibility requirements.

Benedictine University allows eligible employees to take up to one course per term during actual working hours provided that the following criteria are met: a) the course cannot be scheduled at any other time, b) the supervisor approves the course in writing in advance, c) the course is directly related to the employee's job or is part of a degree-seeking program, d) the work schedule of the particular department is able to accommodate the employee's absence during the time frame of the selected course and in light of their needs to customer service, e) time spent away from work is made up by the employee and f) job performance is not negatively impacted by the employee's course work.

Dependents/Spouse: Benedictine University will cover the full amount of undergraduate tuition costs for eligible dependents and spouses. There is no limit on the number of courses taken and covered.

Financial Aid Requirement: Eligible dependents and spouses with six or more hours of credit and eligible employees approved for and taking two courses equating to six hours of credit within a semester must apply for an Illinois Student Assistance Commission grant and other aid programs through the Financial Aid Office.

Educational Costs Not Covered

The Undergraduate Tuition Remission Program does not cover any fees associated with any course. They are the responsibility of the employee, spouse or dependent. These fees may include but are not limited to: technology fees, application fees, lab fees, special course fees, graduation fees and any other appropriate fees. The Undergraduate Tuition Remission Program does not cover room and board charges or the cost of books. The Undergraduate Tuition Remission Program covers only the cost of eligible tuition.

The Undergraduate Tuition Remission Program does not cover Study Abroad programs, any room and board charges and/or the cost of books. These costs are the responsibility of the employee, spouse or dependent.

Undergraduate Tuition Remission eligibility ceases for an employee, spouse or dependent on the date when the eligible employee is no longer employed by Benedictine University or is no longer considered benefit eligible.

NOTE: To be eligible for tuition coverage, undergraduate students must be in satisfactory academic standing with the University. Satisfactory academic standing for all students (as defined by the Undergraduate Catalog) is a 2.00 cumulative grade point average. If an undergraduate student becomes ineligible for tuition remission due to unsatisfactory academic standing (probation), the undergraduate student may submit an appeal to the Committee on Academic Standing for one additional term of tuition coverage.

Educational Standards Required

The Undergraduate Tuition Remission Program does not ensure admission to any program or course of instruction. Applicants must fulfill all the necessary requirements for admission. Contact the Enrollment Center or Adult **Accelerated Enrollment department for the appropriate admission standards.**

Procedure to Apply for the Undergraduate Tuition Remission Program

The employee must complete the attached Application for Tuition Remission Program prior to start of any course. This must be done for every semester the benefit is being requested.

The Application for Tuition Remission Program must be submitted to Human Resources prior to the start of any course to ensure eligibility but no later than the add/drop period for the class for which the employee is submitting the application.   Human Resources will acknowledge receipt and eligibility by sending an email to the eligible employee.

Tuition covered amounts will be applied to student tuition accounts as payments after the designated tuition refund period has lapsed. All course fees that are not included as a tuition reduction are due prior to the course start date.

Registration /Billing Rules and Polices
Tuition Remission applicants will be treated like any other student and must follow all rules/policies where registration, add/drop and billing are concerned. Please contact Benedictine Central for payment arrangement policies and procedures.

Benedictine University – Lisle Campus

Application for Undergraduate Tuition Remission (UTR) Program

Quarter: Year_____ ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Semester: Year_____ ☐ Fall ☐ Spring ☐ Summer

☐ I am a Benefit-Eligible Employee of Benedictine University

Number of Courses Requested: ☐ 1 ☐ 2 ☐ Cohort

Name: _____Employee ID #: _____

Cohort Team Type, if applicable (ex: BAM): _____ Cohort Team Number, if applicable (ex: 01): ___

University Services Division or President's Office (**required for 2 classes, where applicable)

**Supervisor's Signature: _____ *Date: _____*

**Exec Dir/Vice President Signature: _____ *Date: _____*
  (For Mesa, Campus Executive Officer)

Academic Affairs Division (* required for 1 and 2classes   ** required for 2 classes)

*Supervisor Signature: _____ *Date: _____*

*Dean Signature: _____*Date: _____*

**Vice President/Provost Signature: _____*Date: _____*

I am the ☐ Spouse ☐ Dependent of a benefit-eligible Benedictine University Employee.

Applicant's Name: _____ Student ID Number: _____

Eligible Employee's Name: _____ Employee ID #: _____

Employee's Relationship to Applicant: _____ Number of Courses: _____

Applicant's Birth Date: _____ **(required, for Dependents only)** Number of Credit Hours: _____

TO BE COMPLETED BY EMPLOYEE (For Dependent, all three statements must be answered)

☐ Yes ☐ No **Spouse** requesting UTR was eligible (legally married) as of first day of this semester.

☐ Yes ☐ No **Dependent** child requesting UTR was under age 24 as of first day of this semester.

☐ Yes ☐ No **Dependent** child requesting UTR was claimed on my most recent federal tax form 1040.

☐ Yes ☐ No **Dependent** child requesting UTR qualifies as my tax dependent for the tax year of the QTR.

My signature below indicates that I have read, understand and agree with the eligibility definitions and terms of the Undergraduate Tuition Remission Program. I further understand that my application for tuition coverage is subject to audit and additional documentation of eligibility may be required. If I am found to be ineligible, I am responsible for reimbursing any and all monies to Benedictine University. Failure to comply with the above requirements may result in denial of this benefit.

Employee Signature: _____ *Date*: _____

Human Resources Use Only:

The above applicant is eligible for Undergraduate Tuition Remission for the requested semester ☐ Yes ☐ No	
Reason (if not eligible): _____	
Human Resources Signature: _____ Date: _____	

Change in Work Schedule Form

Purpose: Benefit-eligible employees must complete this form to request a change in work schedule to make up time spent in class during actual working hours. A supervisor's signature is required to approve the adjusted work schedule. See the "Educational Costs Covered" section of the attached policy for specific criteria.

Course Information:

Course Title: _____

Start Date: _____ End Date: _____

Course Schedule (Day and Time): _____

Employee's Adjusted Work Schedule:

Sunday: Start Time: _____ Course Time: _____ Lunch Time: _____ End Time: _____

Monday: Start Time: _____ Course Time: _____ Lunch Time: _____ End Time: _____

Tuesday: Start Time: _____ Course Time: _____ Lunch Time: _____ End Time: _____

Wednesday: Start Time: _____ Course Time: _____ Lunch Time: _____ End Time: _____

Thursday: Start Time: _____ Course Time: _____ Lunch Time: _____ End Time: _____

Friday: Start Time: _____ Course Time: _____ Lunch Time: _____ End Time: _____

Saturday: Start Time: _____ Course Time: _____ Lunch Time: _____ End Time: _____

***Note: Employees cannot work seven consecutive days and must record lunch breaks.

Employee's Request to Take a Course During Actual Working Hours: (Must Satisfy Both Criteria)

☐ The above listed course cannot be scheduled at any other time.

☐ The above listed course is directly related to my job or is part of my degree-seeking program. Explain:
_____
_____

Employee Signature: _____ Date: _____

Supervisor's Approval:

☐ The employee's department is able to accommodate the employee's absence during the time frame of the selected course and in light of the needs of the department to serve customers.

☐ The above adjusted work schedule is approved.

☐ The above adjusted work schedule is not approved.

Supervisor Signature: _____ Date: _____