

**SAINT LOUIS UNIVERSITY**  
**TUITION REMISSION PLAN**

**Introduction:** This document describes the provisions of the Saint Louis University Tuition Remission Plan as restated and amended for benefits provided on or after January, 1, 2019.

Employees covered by a collective bargaining agreement should refer to their contracts for information on benefits eligibility.

I. PURPOSE

The purpose of this Plan is to provide tuition remission benefits to (i) eligible Children and legal Spouses of eligible current and former employees for undergraduate courses taken at the University, and (ii) certain current and former employees for undergraduate, professional and graduate courses taken at the University.

II. ADMINISTRATION

A. Plan Administrator

1. The Plan shall be administered by the Human Resources Division, which shall serve as the Plan Administrator to construe and interpret this Plan.
2. The existence of this Plan does not negate nor modify in any way admission requirements to become enrolled as a student of the University or continuing as an enrolled student after admission.
3. Eligibility for course registration and maintaining student status is subject to requirements established from time to time by the Office of the Provost and monitored by Student Financial Services. Questions about financial aid, student

status and hour requirements should be referred to Student Financial Services.

All other question should be referred to the Human Resources Division.

4. Neither the Plan Administrator nor any department or individual delegated to perform administrative duties to the Plan shall be liable for any act done or determination made in good faith.

B. Construction of Plan

1. The construction and interpretation of any provision of this Plan by the Plan Administrator shall be final and conclusive.

III. PARTICIPANT ELIGIBILITY REQUIREMENTS

The Plan shall provide tuition remission benefits to a legal Spouse, eligible Child, full-time faculty, full-time staff or former employee who meets the following requirements:

A. Spouse or Child

1. Must qualify as a legal Spouse or eligible Child of a current or former full-time employee who, during the month of the first day of classes for the term for which tuition remission benefits are sought, meets one of the following criteria:
  - a. The employee is a current full-time faculty or full-time staff member who has completed or completes three years of continuous full-time service with the University (benefits for such Spouses or Children are described in Section IV.A);
  - b. The employee is a former full-time faculty or full-time staff member who was employed full-time for more than seven consecutive years by the University and he or she retired from the University by reason of his or her death or Disability or by reason of retirement upon or after the

attainment of age 60 (benefits for such Spouses or Children are described in Section IV.A); or

c. The employee is a VERP Participant who retired under and in accordance with the VERP (benefits for such Spouses or Children are described in Section IV.A).

2. Must be seeking their first undergraduate degree;
3. Must have met the established requirements for admission to the University and must have been admitted to one of its undergraduate programs;
4. May be a visiting student in good standing and seeking their first undergraduate degree from another institution;
5. Must, once admitted, continue to meet existing requirements to maintain satisfactory academic progress at Saint Louis University (2.0 GPA); and
6. In the case of a Child, must not have reached his or her 25<sup>th</sup> birthday.
7. If an individual is hired by the University on or after January 1, 2019 as a full-time faculty or staff member immediately following service with another accredited college or university, then his or her most recent period of continuous service with such college or university shall be counted as continuous service solely for purposes of Section III.A.1.a above.

**B. Current and Former Full-Time Faculty and Full-Time Staff**

In order for current or former full-time faculty or current or former full-time staff to be eligible for the benefits described in Section IV.B, he or she must meet the following criteria: (i) during the month of the first day of classes for the term for which tuition remission benefits are sought, he or she must be considered full-time faculty, full-time staff or former full-time faculty or full-time staff whose retirement occurred by reason

of Disability following completion of seven years of continuous full-time employment with the University or after age 60 following completion of seven years of continuous full-time employment with the University; and (ii) he or she must meet requirements established by the Office of the Provost of Saint Louis University for admission as well as maintaining satisfactory academic progress. The first day of the term is defined as the start of the spring semester, the start of the first summer session or the start of the fall semester as published in the Academic Calendar.

#### IV. TUITION REMISSION BENEFITS

##### A. Full Tuition Remission Benefits for Eligible Spouse and/or Child

A Spouse or Child who satisfies the eligibility requirements of Section III.A.1 a, b, or c shall be entitled to a full tuition remission benefit for undergraduate credit hours taken at the University and/or the Saint Louis University Madrid Campus. While applicable to study abroad on the Madrid campus, the above conditions apply with the limitation of the benefit covering one term abroad (fall, spring or summer). These tuition remission benefits shall not apply:

1. For undergraduate courses after receiving an undergraduate degree from any college or university;
2. For undergraduate courses in excess of 18 credit hours beyond the total required for the degree as stated in the "Undergraduate Catalog";
3. For credit hours taken with the University at the graduate or professional level;
4. For courses offered by Saint Louis University as non-credit courses or continuing education;
5. For University fees and course-related fees;

6. For courses exceeding registration limits established by the Office of the Provost;
7. When any satisfactory academic progress or admission requirement established by the Office of the Provost is not met; or
8. For classes offered at any university, college, junior college or other educational institution other than Saint Louis University.
9. A “Free Application for Federal Student Aid” (FAFSA) is not required in order to apply for or receive tuition remission described in this Section. However, if deemed necessary by Student Financial Services, other forms may be required to determine the availability of other grants or financial assistance.

B. Limited Tuition Remission Benefits for Faculty and Staff

Eligible full-time faculty or staff, on the condition that classes will not interfere with work requirements, may apply for tuition remission benefits. Full-time faculty, full-time staff, and former full-time faculty or full-time staff who have retired after age 60 following completion of seven years of continuous full-time employment with the University or by reason of Disability following completion of seven years of continuous full-time employment with the University, may apply for and receive a full waiver of tuition for up to a maximum of 18 credit hours per academic year.

These tuition remission benefits shall not apply:

1. For any University fees or course related fees;
2. For classes offered at any university, college, junior college or other educational institution other than the University;
3. For tuition in excess of an overall limit of 180 credit hours for undergraduate, graduate and school of professional studies tuition remission;

4. For courses offered by Saint Louis University as non-credit courses or continuing education;
5. For medical school tuition;
6. When any satisfactory academic progress or admission requirement established by the Office of the Provost is not met; or
7. For a period of one term should a participant withdraw from courses in two consecutive terms or during the majority of terms for which they register in an academic year.
8. A "Free Application for Federal Student Aid" (FAFSA) is not required in order to apply for or receive tuition remission described in this Section. However, if deemed necessary by Student Financial Services, other forms may be required to determine the availability of other grants or financial assistance.

C. Dual Eligibility for Benefits

A full-time faculty, full-time staff, Emeritus faculty or retired staff member who would otherwise qualify for tuition remission benefits as an eligible Spouse or eligible Child shall be entitled to only the tuition remission benefit available to a full-time faculty or full-time staff or Emeritus faculty member.

D. Termination of Employment

A full-time faculty or full-time staff member awarded a tuition remission benefit who terminates employment with the University prior to the completion of the fourth week of the regular semester, or the second week of the session for terms other than a regular semester, shall be billed for the amount of the tuition remission benefit for such session unless he or she is eligible for continued benefits following employment termination under Section IV.B or IV.E.

E. Magis Operational Excellence Program - Reduction in Force Benefits

The University has established this special eligibility provision section for all full-time faculty or staff members (i) whose employment involuntarily terminated or whose faculty appointment was not renewed pursuant to the Magis Operational Excellence Program and resulting 2017 reduction in force; and (ii) who timely executed and did not revoke the required release of claims. Individuals who meet the special eligibility requirements outlined in this section IV.E may be eligible to receive tuition remission benefits after the end of their employment with the University in accordance with the following provisions:

1. A Spouse or Child of a faculty or staff member who has met all Participant eligibility requirements under the Plan, and who (i) is currently enrolled in an undergraduate degree program and (ii) is receiving tuition remission benefits pursuant to this Plan, as of the date their employment with the University ends, shall be eligible for benefits as outlined below:
  - a. A Saint Louis University student who is currently enrolled may finish his or her current undergraduate degree program at Saint Louis University.
  - b. A student enrolled at another university pursuant to the Fachex or Tuition Exchange program must be admitted and enroll at Saint Louis University beginning in the Fall 2017 semester in order to receive the benefits outlined in this Plan for those courses necessary to complete his or her degree program. Admission to the University or any particular academic program is not guaranteed.
  - c. A student receiving benefits pursuant to section IV.E of this Plan will be eligible to receive tuition remission benefits for a period of no more

than (10) semesters from the date they first enrolled in their undergraduate degree program.

d. All other limitations outlined in sections III.A. subparts 2-6 and IV.A. subparts 1-8 shall continue to apply to the availability of benefits pursuant to this Plan.

2. Spouse or Child of a former faculty or staff member who on the date their employment with the University ends pursuant to the Magis Operational Excellence Program – Reduction in Force had completed a minimum of five (5) years of continuous full-time service with the University shall be eligible for benefits as outlined below:

a. The Spouse or Child shall be eligible to receive tuition remission benefits for undergraduate credit hours if admitted and enrolled into an eligible Saint Louis University program within two (2) years of the date on which the former faculty or staff member's employment with the University ends.

b. A student receiving tuition remission benefits pursuant to this provision will be eligible to receive tuition remission benefits for a period of no more than ten (10) semesters from the date they first enroll in their undergraduate degree program.

c. All other limitations outlined in sections III.A. subparts 2-6 and IV.A. subparts 1-8 shall continue to apply to the availability of benefits pursuant to this Plan.

3. Spouse or a child of a former faculty or staff member who on the date their employment with the University ends pursuant to the Magis Operational

Excellence Program – Reduction in Force had completed a minimum of ten (10) years of continuous full-time service with the University shall be eligible for benefits as outlined below:

- a. The Spouse or Child shall be eligible to receive tuition remission benefits for undergraduate credit hours if admitted and enrolled into an eligible Saint Louis University program within seven (7) years of the date on which the former faculty or staff member's employment with the University ends.
- b. A student receiving tuition remission benefits pursuant to this provision will be eligible to receive tuition remission benefits for a period of no more than ten (10) semesters from the date they first enroll in their undergraduate degree program.
- c. All other limitations outlined in sections III.A. subparts 2-6 and IV.A. subparts 1-8 shall continue to apply to the availability of benefits pursuant to this Plan.

4. Limited Tuition Remission Benefits for former Faculty and Staff

- a. Former full-time faculty and staff who on the date their employment with the University ends pursuant to the Magis Operational Excellence Program – Reduction in Force are currently enrolled and taking courses at the University as permitted in section IV.B. shall continue to be eligible to receive benefits subject to the limitations outlined in section IV.E and IV.B., including subparts 1-7, but excluding subpart 8 of the Plan for a period of no more than ten (10) semesters from the date their

employment with the university ended, or five (5) years, whichever comes first.

- b. Former full-time faculty and staff who on the date their employment with the University ends pursuant to the Magis Operational Excellence Program – Reduction in Force had completed a minimum of five (5) years of continuous full-time service at the University shall be eligible to receive benefits as outlined in section IV.E and IV.B. including subparts 1-7, but excluding subpart 8 of the Plan for a period of no more than ten (10) semesters from the date they are first admitted and enroll in eligible courses in pursuit of a degree program so long as they are admitted and enroll in eligible courses at the University within two (2) years of the date on which their employment with the University ends.
- c. Former full-time faculty and staff who on the date their employment with the University ends pursuant to the Magis Operational Excellence Program – Reduction in Force had completed a minimum of ten (10) years of continuous full-time service shall be eligible to receive benefits as outlined in section IV.E. and IV.B., including subparts 1-7, but excluding subpart 8 of the Plan for a period of no more than ten (10) semesters from the date they are first admitted and enroll in eligible courses in pursuit of a degree program so long as they are admitted and enroll in eligible courses at the University within seven (7) years of the date on which their employment with the University ends.
- d. Former full-time faculty and staff who seek tuition remission benefits pursuant to section IV.E.4 for graduate level courses will be required to

provide payment to the University for the required tax withholdings in accordance with a schedule outlined by the University's payroll office.

5. In order to be eligible for tuition remission benefits under this section IV.E., an eligible Spouse, Child, former faculty or staff, must first complete a "Free Application for Federal Student Aid" (FAFSA) and such other documents as may be necessary to apply for available financial aid and scholarships or other grants. Any institutional financial aid, scholarships or other grants will apply to tuition prior to the application of tuition remission benefits. Failure to complete and submit the FAFSA within required timeframes will result in the participant's ineligibility for tuition remission benefits under section IV.E.
6. In some instances, tuition remission benefits provided pursuant to this section may be taxable. In those instances, the former employee may be required to provide payment to the University for the required tax withholding at the time designated by the University.
7. Unless specifically modified in section IV.E. of the Plan, all requirements, restrictions or limitations applicable to the receipt of tuition remission benefits contained in the Plan shall apply to individuals seeking benefits under section IV.E.

V. DEFINITIONS

- A. **ACADEMIC YEAR** – Effective beginning with the fall semester of 2018, a one-year period beginning with fall term courses followed by spring and summer term courses in that order.

- B. CHILD – Any child born to a full-time faculty or full-time staff member or eligible terminated employee and not adopted by another person, and any Child adopted by a full-time faculty or staff member or eligible terminated employee.
- C. DISABILITY – A Participant shall be considered to have a disability only if he or she qualifies for disability benefits under the University’s long-term disability plan, as may be amended from time to time.
- D. FULL-TIME FACULTY MEMBER – A full- time University faculty member as defined by the Faculty Manual of Saint Louis University (most recently published) assigned to a position budgeted and scheduled to work at least 32 hours a week on a regular and continuing basis. Medical faculty with a full-time joint appointment with the Veteran’s Administration are considered to be full-time Saint Louis University employees under the terms of this program as long as the University-paid portion of total compensation exceeds \$5,000 per year and the joint hours and budgeting requirements are met.
- E. FULL-TIME STAFF MEMBER – A University employee (other than a faculty member) assigned to a position budgeted and scheduled to work at least 32 hours per week (.80 FTE) on a regular and continuing basis for the University.
- F. MAGIS OPERATIONAL EXCELLENCE PROGRAM – An operation and organization design initiative announced by the University in October 2016 which led to a 2017 reduction in force.
- G. PARTICIPANT – Any individual who is awarded tuition remission benefits under the plan.
- H. PLAN – The Saint Louis University Tuition Remission Plan.
- I. RETIREE – An individual who has terminated employment with the University after completing seven years of continuous full time employment with the University and attaining age 60. This term applies to both full-time faculty and staff.

- J. SPOUSE – An individual who is the widow or legal spouse of a full-time faculty or full-time staff member.
- K. UNIVERSITY – Saint Louis University.
- L. VERP – The Saint Louis University Voluntary Enhanced Retirement Program in effect during 2019.
- M. VERP PARTICIPANT – A University employee who is eligible for and retires under and in accordance with the terms and requirements of the VERP, including timely submitting and not revoking a VERP Election Form and Separation Agreement and Release and having attained, as of June 30, 2019, age 60 with seven or more qualified continuous years of service at the University or age plus years of qualified continuous service (with a minimum of five years required) with the University equal to 75 or more. Anyone who is denied participation under the VERP or otherwise is not permitted eligibility for VERP benefits shall not be a VERP Participant hereunder.

VI. UNIVERSITY APPROVED LEAVES OF ABSENCE

A full-time faculty or staff member on a leave of absence approved by the University will be considered to be a full-time faculty or staff member for purposes of this Plan for the duration of such leave of absence.

VII. PROCEDURE FOR OBTAINING TUITION REMISSION BENEFITS

In order for an eligible Spouse, Child, faculty, staff or former employee to obtain tuition remission benefits, a faculty or staff member must request tuition remission online through the University's online server, Banner Self-Service. Terminated employees must request tuition remission via an application submitted to the Human Resources Division. Tuition remission benefits for actively employed faculty and staff may be requested one time per individual and will remain active for the duration of the individual's eligibility period. The

Human Resources Division determines age and employment status eligibility for tuition benefits and Student Financial Services determines financial assistance eligibility and monitors student status. Terminated employees seeking benefits pursuant to section IV.E of the Plan must request tuition remission via an application submitted to the Human Resources Division in accordance with procedures outlined on the Human Resources Division website. In addition, an individual seeking benefits pursuant to Section IV.E may be required to re-apply for benefits at any time as requested by the University. Tuition remission benefits may be taxable, and the University shall not have any liability for the tax consequences of any tuition remission benefits under the Plan. The University reserves the right to require an individual to provide payment to the University for any required tax withholding at the time designated by the University.

VIII. LIMITATION OF RIGHTS

No provision in this Plan shall be construed to:

- A. Give any participant any right other than those provided in Section IV;
- B. Limit in any way the right of the University to terminate an employee's employment at any time; or
- C. Be evidence of any agreement or understanding, express or implied, that the University shall employ an employee in any particular position or at any particular rate of remuneration.

IX. NON-ALIENATION OF BENEFITS

- A. No right or benefit under this Plan shall be subject to any anticipation, alienation, sale, assignment, pledge, encumbrance, or charge, and any attempt to anticipate, alienate, sell, assign, pledge, encumber, or charge the same shall be void.

- B. No right or benefit hereunder shall in any manner be liable for or subject to the debts, contracts, liabilities, or torts of the person entitled to such benefits.

X. AMENDMENT OR TERMINATION OF PLAN

Subject to such obligations as the University may have undertaken with employee constituencies, the University may amend this Plan at any time and from time to time in whole or in part or it may terminate this Plan.

XI. CLAIM PROCEDURE

- A. CLAIM – A person who believes that he or she is being denied a benefit to which he or she is entitled (hereinafter referred to as “Claimant”) may file a written request for such benefit with the Human Resources Division, setting forth the basis for the claim.

- B. CLAIM DECISION – Upon receipt of a claim the Human Resources Division shall advise the Claimant that a reply will be forthcoming within 90 days and shall, in fact, deliver such reply in writing within such period. The Human Resources Division may, however, extend the reply period for an additional 90 days for reasonable cause. If the claim is denied in whole or in part, the Human Resources Division will adopt a written opinion using language calculated to be understood by the Claimant setting forth:

1. The specific reason(s) for the denial;
2. Specific references to pertinent Plan provisions on which the denial is based;
3. A description of any additional material or information necessary for the Claimant to perfect the claim and an explanation why such material or such information is necessary;
4. Appropriate information as to the steps to be taken if the Claimant wishes to submit the claim for review; and
5. The time limits for requesting a review under Section XI.C. and Section XI.D.

- C. REQUEST FOR REVIEW – Within 60 days after the receipt by the Claimant of the written opinion described above, the Claimant may request in writing that the Plan Administrator (Benefits Manager) review the determination of the Human Resources Division. The Claimant or their duly authorized representative may, but need not, review the pertinent documents and submit issues and comments in writing for consideration by the Plan Administrator. If the Claimant does not request a review of the Human Resources Division’s determination by the Plan Administrator within such 60-day period, the claimant shall be barred and estopped from challenging the Human Resources Division’s determination.
- D. REVIEW OF DECISION – Within 60 days after the Plan Administrator’s receipt of a request for review, he or she will review the Human Resources Division’s determination. After considering all materials presented by the Claimant, the Plan Administrator will render a written opinion, written in a manner calculated to be understood by the Claimant, setting forth the specific reasons for the decision and containing specific references to the pertinent Plan provisions on which the decision is based. If special circumstances require that the 60-day time period be extended, the Plan Administrator will so notify the Claimant and will render the decision as soon as possible but not later than 120 days after receipt of the request for review. The decision of the Plan Administrator shall be final and binding upon the University and the Claimant.

XII. EFFECTIVE DATE

This document describes tuition remission benefits available effective January 1, 2019 and replaces and supersedes the previous documents entitled “Saint Louis University Tuition Remission Plan” with an effective date of October 25, 2017. In the event of any conflict between this document and statements concerning the Saint Louis

University Tuition Remission Plan made in any other written materials or publication,  
this document shall be controlling.

February 8, 2000

Revised July 1, 2005

Revised July 13, 2007

Revised July 1, 2016

Revised April 4, 2017

Revised October 25, 2017

Revised January 1, 2019