

DILLARD UNIVERSITY TUITION REMISSION BENEFIT PROGRAM

Revised August 2009

POLICY

Dillard University's Tuition Remission Benefit Program is designed to assist eligible full-time employees and eligible members of their families to attain their educational goals through completion of an undergraduate degree at Dillard University. Eligible participants may pursue a first time undergraduate degree only. This benefit does not provide remission of tuition for a second undergraduate degree, special certification or study at any institution other than Dillard University. The program provides assistance by offering remission of all or part of the cost of tuition for the Fall and Spring semester only. Tuition remission is not available for the summer sessions. Room and board, mandatory and voluntary fees, books, supplies and other costs are not included in the tuition remission benefit and must be paid by the employee. Employees may contact the Office of Financial Aid and Scholarships for information regarding the availability of financial aid assistance.

Prior to applying for the Tuition Remission benefits, employees or dependents and/or spouse must adhere to the following deadline dates for submitting application(s) to the Office of Financial Aid & Scholarships and the Office of Enrollment Management:

Application Deadlines

Term	FAFSA	Admissions Application
Fall	March 1	June 30
Spring	September 1	October 30

Nothing in this document shall be interpreted as a contract. Dillard University reserves the right to revise, modify, or cancel this benefit program at any time.

I. Tuition Remission Eligibility

A. Academic Standards for Prospective and Continuing Students

Individuals seeking eligibility to participate in Dillard's Tuition Remission Benefit Program must meet apply to and be accepted by the University and

complete all applications for financial aid required by the Office of Financial Aid and Scholarships. Applications for admission and information pertaining to admission to the University can be obtained in the Office of Enrollment Management. Appeals pertaining to admission decisions should be directed to the Office of Enrollment Management. To retain eligibility for tuition remission benefits, continuing students must be in good academic standing as defined in this policy with a GPA of at least 2.0, and adhere to the Student Code of Conduct. Continuing students must apply for the Tuition Remission Benefit within the applicable deadlines, each semester and be in good academic standing.

B. Persons Eligible

i. Full-Time Employees

Employees are eligible to receive tuition remission benefits for any Fall or Spring semester that begins two (2) years after the employee's first day of employment. All full-time employees must meet the academic standards set forth in **Section I. A. Academic Standards for Prospective and Continuing Students, above.**

The term "Employee" means a person who is directly employed by Dillard University on a full-time basis (regularly scheduled to work at least 40 hours per week and is on the regular payroll of the University for that work), and who is performing his/her customary duties at the Employer's facility or other location designated by Dillard University. The term "Employee" shall exclude any person who works with or on behalf of Dillard University on a temporary basis or as an independent contractor.

Employees are permitted to schedule only one course during normal working hours provided such individual obtains supervisory approval to do so. To schedule a course during normal working hours, employees must obtain prior written approval from the immediate supervisor and Vice President or Dean of the Division. Time away from work responsibilities to attend such course shall be worked on the same day, as scheduled by the immediate supervisor and the Vice President or Dean of the Division. In all instances of being permitted to attend classes during normal working hours, acceptable arrangements must be made for the individual to work the regular number of hours required in the work day and work week in such a manner so as to not incur overtime pay under governmental wage and hour regulations. Employees are not permitted to use sick time to cover the time away from their work areas.

ii. Spouse, Domestic Partner and Dependent Children

The spouse, domestic partner and dependent children of full-time employees may receive full or partial tuition waivers after the full-time employee has completed two (2) years of service in their position at Dillard University and confirmed eligibility to participate in the Tuition Remission Benefit Program. To be eligible, spouse, domestic partner and dependent children must meet the academic standards set forth in **Section I. A., Academic Standards for Prospective and Continuing Students, above.**

The term “Spouse” means the legal husband or wife of a Dillard University employee. Eligible employees must include a copy of their marriage license with the application for the benefit to confirm eligibility of their spouse. Spouses are not eligible for the tuition remission benefit under this plan where the spouse is eligible for tuition benefits provided by his/her employer. Spouses must provide a letter from their employer certifying that the spouse is not eligible for tuition benefits.

The term “Domestic Partner” means a person of the same sex, with whom an employee has chosen to share his life in an intimate and committed relationship, reside together, and share a mutual obligation of support for the basic necessities of life. The relationship must have existed for a minimum of **12** months. Both parties must be at least 18 years of age, unmarried, not related by blood in a manner that would bar marriage in their state of residence, and have not had another domestic partner within the prior **12** months. An affidavit to establish the domestic partner relationship is required.

The term “Dependent Child” shall mean unmarried natural or legally adopted children, stepchild or ward of the eligible employee who have not yet reached the age of 25 and who are legally designated as a dependent by the eligible employee’s tax return for the year immediately prior to the semester for which the tuition remission benefit is sought. A child of the employee’s domestic partner is considered as an eligible dependent child under this Plan if the child may be legally claimed by the employee as a Federal income tax deduction and provided the relationship between the domestic partner and covered employee has not terminated. Evidence of legal adoption and birth certificates must be provided confirming the eligibility for the tuition remissions sought. To request a tuition waiver for dependent children, eligible employees will be required to include a copy of their Internal Revenue Service Form 1040 as confirmation that the child was claimed as a dependent on the employee’s income tax in the application for the tuition remission benefit or other acceptable documentation. *(See page 8 of this policy for acceptable documentation)*

iii. Termination of Employment

If employment is voluntarily or involuntarily terminated for an eligible employee, participation in the Tuition Remission Benefit Program by the employee, spouse and any dependent children will continue until the end of the semester in which the termination is effective so long as the student has begun attending classes for the semester in which the benefit has been applied prior to the separation event.

In the event of the death of an eligible active employee, eligibility and participation in the Tuition Remission Program may continue for the spouse, domestic partner and for the eligible dependent children through the end of the academic year in which the death occurred provided that the student had begun attending classes at the time of the event.

iv. Misrepresentation or Falsification of Information

Misrepresentation or falsification of any information or documents submitted will result in the requirement that any tuition remission benefit received be immediately repaid and shall result in disciplinary action, up to and including termination of employment.

v. Limitations

Eligible full time students in fall and spring semester may enroll for a maximum of eighteen (18) credit hours per semester. Eligible participants are required to pay for overloads (credit hours above eighteen).

Tuition Remission Benefit will not pay for any course more than once. It does not cover the cost of tuition for courses that the employee or dependent elects or is required to repeat. Tuition Remission will not be granted if the employee or dependent chooses to audit a course and therefore does not receive a grade. Tuition Remission will not duplicate other educational assistance the dependent may be receiving, such as scholarships, veteran's educational benefits or other financial aid. The benefit period maximally covers only the number of credit hours required in the disciplinary area of study or 135 attempted hours, whichever is less.

vi. Calculation of Tuition Remission Benefit

All individuals seeking participation in the Tuition Remission Benefit Program are required to complete a Free Application for Federal Student Aid (FAFSA) and all other applications for grants, loans, awards and scholarships as required by the Office of Financial Aid and Scholarships.

The FAFSA must be filed each year prior to March 1 (Please note the FAFSA deadline is based on Federal and State guidelines) for the subsequent academic year for eligible employees, spouses and eligible children who intend to enroll as at least a half-time student for any term during the subsequent academic year.

The tuition remission benefit will not be paid to a student’s account until all required financial aid forms and applications are officially filed. Scholarships, grants, G.I. Bill benefits, awards and other third party grant sources of payment, if any, shall be applied to tuition, the remaining balance of tuition (if any) shall be eligible for a full or partial tuition benefit in accordance with the terms of this policy.

Please find below examples of award packages for the Tuition Waiver program. These estimates are based on an annual basis.

Residential Student

<u>Total Cost of Attendance</u>		<u>Financial Aid on Tuition Only</u>	
Tuition	\$13,000	Federal Pell Grant	\$2500
Room & Board	\$8210	TOPS	\$2770
Fees	\$880	External Scholarship	\$1500
		Tuition Waiver	\$6230
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Total	\$22,090	Total	\$13,000
		Balance Due:	\$9090.00

Non-Residential Student

<u>Total Cost of Attendance</u>		<u>Financial Aid on Tuition Only</u>	
Tuition	\$13,000	Federal Pell Grant	\$2500
Fees	\$880.00	TOPS	\$2770
		External Scholarship	\$1500
		Tuition Waiver	\$6230
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Total	\$13,880	Total	\$13,000
		Balance Due:	\$880.00

Spouses and dependent children of eligible employees cannot receive a 100% tuition waiver plus institutional scholarships, federal grants or other types of grants.

Spouses of eligible employees may receive a tuition waiver of up to 100% to cover the cost of tuition only. Spouses are required to enroll in an academic program leading to the completion of a Dillard University degree.

vii. Suspension or Termination of Tuition Remission Benefit

Tuition Remission Benefit may be declined or withdrawn for the following reasons:

- a) Academic suspension for failure to meet the required GPA
- b) Circumstances leading up to a failure to maintain full time academic load.*
- c) Suspension due to misconduct as defined in the Student Handbook or behaviors or actions leading to civil and/or criminal prosecution
 - Theft of University property of student/faculty/staff property
 - Drug possession, sales, use, manufacturing
 - Sexual misconduct
 - Weapons violation

* *Each situation will be thoroughly investigated and evaluated on a case by case basis.*

viii. Taxation of Benefit

Employee Spouse and Dependent Children: The Dillard University Tuition Remission Benefit Program is intended to be a qualified tuition reduction plan in compliance with the provisions of IRC Section 117(d). Under Section 117(d), undergraduate tuition reduction provided to the employee, the employee's spouse and dependent children meeting the requirement of IRC Section 132(h) are excluded in full from gross income.

Domestic Partner: Because the Internal Revenue Service does not recognize same-sex domestic partners as dependents, unless your domestic partner and his/her children meet the IRS definition of dependents. The only exception to the taxability of domestic partner benefits is if your partner meets the definition of dependent as defined by IRS Section 152. A domestic partner and his/her children can meet the definition of a dependent for the purposes of this policy if the following conditions are met:

- They lived with you for the entire year as a member of your household.
- They were U.S. citizens or resident aliens of the U.S. or residents of Canada or Mexico for part of the calendar year in which your tax year began.
- They did not file a joint tax return.
- You provided over half of their support for the calendar year.

ix. Application and Review Procedures

- a.) Complete and submit an application for admission to the Office of Enrollment Management. Upon receipt of notification of admission to the University, eligible employees, their dependent children, and spouses may request and complete a Tuition Remission Form (TRF). The TRF is available in the Office of Human Resources, Division of Business and Finance. The form must be completed for each semester. This must be done each semester in order to qualify for tuition remission on each semester's courses.
- b.) Employees are to submit the TRF to their immediate supervisor for signature and approval. The TRF will not be considered complete unless it is accompanied by: 1) a copy of the prospective student's letter of admission to the University; 2) a copy of the employee's current income tax return, birth certificates, adoption records or other acceptable documentation (required for dependent children); and 3) a copy of the employee's marriage certificate (required for the employee's spouse) or affidavit (required for domestic partners). *(See page 8 for a list of acceptable documentation)*
- c.) Supervisors shall submit the TRF to the Office of Human Resources for processing. Employees must submit these documents to the Office of Human Resources no later than June 30 for fall semester and no later than October 1st for spring semester for. Failure to submit the required documentation within the time required will result in the denial of tuition remission benefits.
- d.) Once the Office of Human Resources verifies eligibility, the TRP form will be routed to the Office of Records and Registration for verification. The Office of Records and Registration will rout the TRF to the Office of Financial Aid and Scholarships where the tuition remission amount

will be applied in accordance with financial aid policies and procedure. The TRF is finally sent to the Office of Business and Finance for final processing of costs and associated fees. Business and Finance will apply fees and any remaining costs to the student's account.

- e.) Formal appeal of the denial or withdrawing of Tuition Remission Benefit must be submitted in writing to the Vice President for Business and Finance/Chief Financial Officer within five (5) working days of receiving a written notice denying benefits. Appeals will be reviewed and a formal written response will be sent to the appealing party. The Vice President for Business and Finance/ Chief Financial Officer shall reply in writing within five (5) days of receiving the written appeal.
- f.) The approved Tuition Remission Application entitles eligible employees or dependants to receive a waiver of 100% of the tuition **only** (*minus other award based scholarships*).
- g.) Employees are responsible for monitoring their own use of tuition remission to ensure the tuition limits are not exceeded and that they are in compliance with this policy. If it is determined that tuition paid under this program exceeds the limits of this policy, the University will bill the employee for any excess tuition costs that have been paid. If the bill is not paid, Dillard may collect any excess through payroll deductions.
- h.) The Office of Financial Aid and Scholarships will prepare statistical reports on a semester basis indicating participating students and amount of tuition remission benefit applied.

Acceptable Documentation for Dependant Tuition Remission

Biological Child

- Birth certificate showing employee is the parent of the child (must be a certified copy with a raised seal).

Adopted Child

- Same process as above since child's birth certificate will be modified as part of the adoption proceedings to show the adoptive parent(s).

Stepchild

- A certified copy of a marriage certificate documenting marriage of the Dillard employee to the child's parent, and
- A certified copy of the child's birth certificate documenting that the employee's spouse is the parent of the child.

Legal Guardianship

- A certified copy of court order from a state court of law establishing another person as the legal guardian of that child.

Domestic Partner

- An affidavit is required for domestic partners.