

Purpose

This procedure covers employees, retirees, spouses/dependents/domestic partners who are eligible for the tuition remission benefit.

Forms/Documents

Tuition Remission Application
Notification of Lack of Satisfactory Academic Progress
Current List of Names of VP Authorizations
Current Refund Schedule for Tuition Remission Eligible Students
Notification of Tuition Eligibility Reinstatement
FERPA Reference Sheet for Office Personnel
Study Abroad Form

Policy

30-13-07 Benefits: Tuition Remission or Collective Bargaining Agreements

Responsibility

Employee
Vice President
Dean/Department Head
Total Compensation & Wellness
Human Resources Service Center
Bursar/Student Accounts
Student Financial Aid
Office of the Registrar
Payroll/Payroll Compliance
One Stop

Distribution

Total Compensation & Wellness
Human Resources Service Center
Bursar/Student Accounts
Student Financial Aid
Office of the Registrar
One Stop

Ownership

The Executive Director of the Human Resources Service Center is responsible for ensuring that this document is necessary and that it reflects actual practice. Questions concerning this process should be directed to the individual listed above.

Employee

1. A Tuition Remission Application should be completed for the following:
 - a. Regular full time employees, full-time faculty, affiliated faculty, and ROTC employees taking more than 6 credit hours per term.
 - b. Part-Time faculty enrolled in classes who have earned tuition remission credit.
 - c. Unmarried dependents age 19 or over and other dependents of full-time employees, retirees, or deceased employees whose eligibility is not on file with Human Resources for UC employee benefits.
 - d. A spouse or domestic partner of an employee, retiree, or deceased full-time employee.
2. The employee must obtain an authorized signature of the appropriate vice president when taking additional credit hours (more than 6 credit hours per term).
 - a. The employee should contact the HRSC the term after a request for additional hours expires to have his/her eligibility data reset.
3. Part-time faculty must obtain an authorized signature of the Vice President, Dean, or Department Head to verify the terms in which he/she taught.
4. Affiliated faculty must obtain an authorized signature of the Vice President, Dean, or Department Head.
5. The employee sends the completed Tuition Remission Application to the Human Resources Service Center.

Vice President

6. The vice-president authorizes additional hours for full time employees working in a clearly defined degree program.
 - a. The SEIU bargaining agreement requires vice-president or designee authorization.
7. The vice-president may authorize the tuition remission application for part-time faculty and/or affiliated faculty.

Provost/Dean/Department Head

8. The Dean or Department Head may authorize the tuition remission application for part-time faculty and/or affiliated faculty.
9. Provost, Academic Unit Head, Dean or Department Head may authorize additional hours for full time employees working in a clearly defined degree program.

Total Compensation & Wellness

10. Provides Domestic Partner and Dependent Verification (for unmarried dependent children age 19 or over covered by UC benefits).
11. Enters appropriate information in UC Flex; based on benefit eligibility.

Human Resources Service Center

12. Verifies eligibility for the tuition remission benefit.
13. Reviews Tuition Remission Application for accuracy.
14. Sets-up tuition remission in UniverSIS.
15. Contacts Student Accounts:
 - a. Tuition remission does not apply automatically
 - i. If student registers late
 - ii. If application is received after start of classes
 - iii. If HRSC is unable to process Tuition Remission request prior to start of classes
 - b. When student has dropped classes and is no longer eligible for tuition remission benefits. Refer to Refund Schedule for Tuition Remission Eligible Students
 - c. Refund Schedule for Tuition Remission Eligible Students will be updated quarterly
 - d. Follows-up with Student Account's Office as necessary

16. Answers questions of employee/retiree or family member (with appropriate authorization) and follow-up.
17. Notifies student of unsatisfactory academic progress.

Bursar/Student Accounts

18. Applies tuition remission per HRSC email request.
19. Waives Tuition/Withdrawal fee when appropriate.

Office of the Registrar

20. Verifies receipt of Record Release Authorization form and enters appropriate data in UniverSIS
 - a. Authorization will be flagged on student's record
21. Verifies enrollment in colleges of law (JD), medicine (MD and MS in Physiology) and pharmacy (PharmD).
22. Maintains the number of attempted credit hours at the undergraduate level.

Student Financial Aid

23. Notifies HRSC when a student fails to meet satisfactory academic progress.

One Stop

24. Generates credit hours supplement in UniverSiS.
25. Responds to student questions regarding failure to meet satisfactory academic progress.
26. Reviews requests submitted by spouses/dependents/domestic partners wishing to petition the 216 maximum number of attempted credits at the undergraduate level to which full tuition remission benefits may have been applied.
 - a. Adds comment to student's record when a appeal request has been reviewed.

Payroll/Payroll Compliance

27. Maintains taxable tuition remission costs and will notify employee

- a. Sends HRSC a copy of the taxable tuition remission notice
28. Deducts taxable tuition remission from employee's paycheck.

Study Abroad

29. Students eligible for tuition remission can apply tuition remission to the instructional fee for external study such as Study Abroad, the Academic Consortium (including Domestic Exchange) and the Financial Aid Consortium.
30. In all cases of external study, the student must obtain the Financial Aid Consortium Agreement (<http://www.financialaid.uc.edu/documents/CnsrtAgrt.pdf>) complete the appropriate sections of the agreement, obtain the Academic Advisor's signature, arrange for a section of the agreement to be completed and signed by the Financial Aid Representative at the host institution, then return the agreement to the UC Student Financial Aid Office.
- a. For Study abroad, the student must contact UC International Programs at 556-4278.
 - b. For the Academic Consortium , the student must contact the Academic Consortium Office at 556-5708.
 - c. When all charges are posted to the student's UC bill, tuition remission will automatically be credited.

Authorization Signatures for Approval of Additional Hours

Vice Presidents currently authorized to approve additional tuition remission hours under rule 30-13-07, September 2008.

Sr. VP for A&F
VP for Finance
VP UCit
VP for Health Affairs
VP for Research
Sr. VP for Academic Affairs and Provost
VP for Student Affairs
VP for Governmental Relations & University Communications
Foundation

Note: The Sr. VP for Administration and Finance will approve requests for Athletics
The VP for the Foundation will approve requests for the Alumni Center

Definitions

1. **Attempted Credits** - Number of attempted credits, as defined by the registrar, at the undergraduate level to which full tuition remission benefits may be applied is 216 term hours
2. **Eligible Employee** – Full-time (100% FTE) employees are eligible for tuition remission for up to six regular undergraduate or graduate credit hours per academic term.

Part-time employees may be eligible for remission up to three credit hours per full academic term.

3. **Eligible spouse/dependent/domestic partner** - Spouses of employees; unmarried dependents of employees, defined for purposes of this rule as naturally born sons and daughters, stepsons or stepdaughters of the employee, and individuals for whom the employee has been appointed the legal guardian pursuant to court action or by the terms of a valid will, who receive primary financial support from the employee. Determination of primary financial support shall exclude consideration of income such as that from co-op program employment; Domestic partners of employees, defined for purposes of this rule as a partner of the same or opposite sex who meets specific criteria established by the human resources department; Spouses, domestic partners and unmarried dependents of former employees who retired from the university or became completely disabled while in the service of the university. Spouses, domestic partners and unmarried dependents of former employees who died while in the active service of the university.
4. **FERPA** - The Family Educational Rights and Privacy Act of 1974 (34 C.F.R. Part 99 - commonly known as FERPA), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records
5. **Graduate Student**
 - a. continuing student: student must have been full-time during 00A, 01W or 01S, in the same graduate program
 - b. new student: student is enrolling in the graduate program for the first time, or changing from a part-time to full-time status
 - c. UC stipend: graduate assistantship, graduate fellowship, or graduate traineeship paid through UC payroll

Satisfactory Academic Process - The Standards of Satisfactory Academic Progress for undergraduate students have four components:

Degree granting program: Students must be formally accepted into a degree-granting program at the University of Cincinnati.

Grade Point Average: After the second year of enrollment, a minimum of a 2.0 college GPA must be maintained.

Maximum Timeframe: The maximum timeframe may not exceed one-and-a-half times the length of the program for a full-time student (i.e., students have the equivalent of three full-time years to complete an associate degree and the equivalent of six full-time years to complete a bachelor's degree).

Progress Toward a Degree: To ensure that students earn a degree within the maximum timeframe allowed, the students' progress will be monitored yearly. To ensure students are making progress, the following guidelines are used:

- a. After one full-time equivalent year, students must have completed at least 18 credit hours.
- b. After two full-time equivalent years, students must have completed at least 54 credit hours.
- c. After three full-time equivalent years, students must have completed at least 90 credit hours or earned an associate degree.
- d. After four full-time equivalent years, students must have completed at least 126 credit hours.
- e. After five full-time equivalent years, students must have completed at least 162 credit hours.
- f. After six full-time equivalent years, students must have earned a bachelor's degree.