

LOYOLA MARYMOUNT UNIVERSITY  
HUMAN RESOURCES POLICIES AND PROCEDURES

DIVISION: <b>ADMINISTRATION/HUMAN RESOURCES</b>		
SUBJECT: <b>Tuition Remission – Faculty/Staff Member</b>		Page 1 of 6
Policy Number:	Supersedes: <b>Tuition Remission (Employee/Retiree)</b>	
Effective Date: <b>11/04/16</b>	Previously Issued: <b>08/09/16</b>	

## 1. STATEMENT OF POLICY:

The University offers tuition remission benefits to eligible faculty and staff as part of its overall benefits package. As an institution of higher education and one steeped in traditions which place a high value on education and learning, the University extends this benefit, as defined by policy, to competitively recruit and retain an excellent faculty and staff, as well as to support their academic and professional goals. Tuition remission benefits are a privilege, not a right.

The purpose of this policy is to clearly explain the responsibilities and parameters by which tuition remission benefits become available, the limits to these benefits and the conditions under which the benefits might be forfeited. Any exception to the tuition remission policy must be approved in writing by the Vice President for Human Resources, unless otherwise noted in the policy. The University reserves the right to revise, supplement or rescind any provision or term in this policy, from time to time, at its sole discretion.

## 2. POLICIES/PROCEDURES:

### Eligibility for Benefits

#### *Eligible for Tuition Remission Benefits*

Full-time faculty and full-time, regular and term staff members in good standing are eligible for tuition remission benefits for undergraduate and graduate courses, provided that certain requirements are met.

#### *Not Eligible for Tuition Remission Benefits*

The following classifications of LMU faculty/staff are not eligible for tuition remission benefits: Part-time faculty; adjunct faculty; part-time, regular or term, *per diem* and temporary staff members.

#### *Determination of Work Status and Eligibility of Active Faculty/Staff Members*

Eligibility for tuition remission benefits is determined on a semester by semester basis. In order to be eligible, a faculty member must be employed full-time and a staff member must be employed as a full-time, regular or term staff member on or before the first day of classes, as set forth in the University or Loyola Law School Bulletin.

The faculty/staff member's eligibility for tuition remission benefits is determined at the time the Tuition Remission Form is submitted to Human Resources for approval. A work status change during a semester or session (e.g., full-time to part-time status) will not impact the faculty or staff member's tuition

remission benefit entitlement for that semester or session. A faculty/staff member will continue to receive tuition remission benefits during any period he/she is on a University approved leave, other than a personal leave of absence. During a personal leave of absence, a faculty/staff member will continue to receive tuition remission benefits until the end of the semester or session in which the faculty/staff member is currently enrolled.

Tuition remission benefits cease on the date the eligible faculty/staff member separates from the University. If the separation date occurs after classes have started for that semester or session, the faculty/staff member will continue to receive tuition remission benefits for those classes in which he/she is enrolled on the separation date.

### **Admissions and Academic Eligibility Requirement**

Eligibility for tuition remission benefits does not guarantee admission to any academic program. All faculty/staff members must meet the admissions requirements in order to be admitted to any Undergraduate, Graduate/Law School, or Doctoral program or under non-degree status. Admission into any academic program is never guaranteed and competition may be intense for a limited number of available openings.

The application and admission processes with their stated requirements and requisite costs are the faculty/staff member's responsibility and must be complete before the faculty/staff member becomes eligible to receive tuition remission benefits.

### **Use of Tuition Remission Benefits**

#### *Costs Covered By Tuition Remission Benefits*

Tuition remission benefits are a tuition credit that is applied to a matriculating faculty/staff member's student account. The tuition amount will be credited after the official add/drop period has ended and all revisions to course load and/or tuition charges have been processed by the Registrar's Office.

Tuition remission benefits apply only to tuition costs. A faculty/staff member receiving tuition remission benefits is responsible for payment of all fees and for the costs of books, materials or lab costs, or any other incidental costs related to any courses taken pursuant to this Policy.

#### *Permissible Degrees/Courses*

In order to be eligible for tuition remission benefits, courses must be taken at the University, Loyola Law School or, in the case of Study Abroad programs, at an approved institution.

#### Undergraduate/Graduate Degrees

If qualified, an eligible faculty/staff member may apply tuition remission benefits to undergraduate courses taken at LMU towards completion of a single, undergraduate degree from the University.

In addition, if qualified, an eligible faculty/staff member may apply tuition remission benefits to graduate courses taken at LMU/Loyola Law School towards completion of a single, Masters or Doctoral degree from the University or *Juris Doctor* degree from Loyola Law School<sup>1</sup>. An eligible faculty/staff member may also apply tuition remission benefits to the MS/MBA program.

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<sup>1</sup> Tuition remission benefits may not be applied to the full-time JD, JD/MBA, JD/LL.M, or JSD programs.

Eligible faculty/staff members receive 100% tuition remission credit for undergraduate/graduate courses taken at LMU/Loyola Law School towards completion of a degree.

#### Undergraduate/Graduate Courses Taken Under Non-Degree Status

If qualified, an eligible faculty/staff member may apply tuition remission benefits to undergraduate or graduate courses taken at LMU under non-degree status. All Bulletin restrictions and requirements apply to courses taken under non-degree status including, but not limited to, restrictions on the number of units/semesters in which an individual may enroll under non-degree status. Eligible faculty/staff members receive 100% tuition remission credit for courses taken at LMU under non-degree status.

#### Undergraduate/Graduate Courses Taken Pursuant to Credential/Certificate Program

If qualified, an eligible faculty/staff member may apply tuition remission benefits to undergraduate or graduate courses taken pursuant to a credential or certificate program offered by one of the University's six Colleges/Schools.<sup>2</sup> Eligible faculty/staff members receive 100% tuition remission credit for courses taken at LMU towards completion of an approved credential/certificate program.

#### Study Abroad Programs

##### ***Semester Study Abroad Programs***

Faculty/staff members may not apply tuition remission to Semester Study Abroad programs.

##### ***Summer Session Study Abroad Programs Administered/Sponsored by LMU***

An eligible faculty/staff member enrolled in a degree program at LMU may apply tuition remission benefits to an approved Summer Session Study Abroad program administered/sponsored by LMU provided the following conditions are met:

- The faculty/staff member must have accrued vacation equal to the length of the program. No exceptions will be made to this requirement. At no time will a staff member be granted unpaid time off to attend a Summer Session Study Abroad program.
- The faculty/staff member must obtain approval for the time off from his/her Chair and Dean (faculty) or manager, appropriate Vice President or, if applicable, Dean (staff) and appropriate Sr. Vice President.
- The Summer Session Study Abroad program must have met its minimum, per program enrollment with tuition-paying registrants.
- The Summer Session Study Abroad program must have space available. If a Summer Session Study Abroad program has met its maximum program enrollment, a faculty/staff member applying tuition remission benefits may not take the place of a tuition-paying registrant.

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<sup>2</sup> Credential/certificate programs offered through LMU Extension are not eligible for tuition remission.

Human Resources will maintain a list of approved undergraduate Summer Session Study Abroad programs administered/sponsored by LMU.

Only the tuition portion of the program costs (as determined by the University) for Summer Session Study Abroad programs administered/sponsored by LMU will be credited as a tuition remission benefit. Tuition remission benefits do not cover incidental costs, such as textbooks, travel expenses, meals, *etc.* All other costs and fees are the responsibility of the matriculating faculty/staff member.

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For further information regarding eligible programs and benefits, please see, “Chart A – Faculty/Staff Eligibility & Tuition Remission Benefits By Type of Course”. For further clarification regarding the eligibility of courses/programs, consult Human Resources.

### **Limitations of Tuition Remission Benefits**

The following limitations apply to the tuition remission benefits policy:

- All degree/credential/certificate programs must be completed within the time frames specified in the applicable program Bulletin. In order to maintain eligibility for tuition remission benefits for degree/credential/certificate programs, students must make satisfactory progress towards a degree/credential/certificate as set forth in the appropriate Academic Bulletin.
- Tuition remission benefits are not available for some programs including, **but not limited to:** the full-time JD, JD/MBA, JD/LL.M, and JSD programs and LMU Extension, including the Kaplan test preparation courses.
  - See, “Chart A – Faculty/Staff Eligibility & Tuition Remission Benefits By Type of Course”. For further clarification regarding the eligibility of courses/programs, consult Human Resources.
- Faculty or staff members receiving tuition remission benefits may not receive funds that are only for tuition from any other source (e.g., federal, state, University, or outside source) that, when combined with tuition remission benefits, exceed the cost of tuition. For additional information regarding the relationship between tuition remission and financial aid, please contact the Financial Aid Office at 310-338-2753.
- Tuition remission benefits may not be granted after the last day of registration of the semester or session for which benefits are claimed.
- The number of classes approved for tuition remission benefits will be determined on a semester by semester basis by the faculty member’s Dean and Chair or the staff member’s manager, appropriate Vice President or, if applicable, Dean based upon job performance. Eligible faculty/staff members may enroll in a **maximum** of two courses per semester or one course per summer session.<sup>3</sup> Final approval for tuition remission benefits must be obtained from the appropriate Senior Vice President. Exceptions to the course limit must be approved by the faculty

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<sup>3</sup> Eligible faculty/staff enrolled in the evening division at Loyola Law School follow the program course schedule and, therefore, may take more than 2 courses per semester. In order to receive tuition remission benefits for the evening division, eligible faculty/staff must obtain the approval of his/her Dean and Chair (faculty) or manager, appropriate Vice President or, if applicable, Dean (staff), as well as the approval of the appropriate Senior Vice President each semester. Continued receipt of benefits will be based on job performance.

member's Dean and Chair/the staff member's manager, appropriate Vice President or, if applicable, Dean; and the appropriate Senior Vice President.

- Staff members generally should not enroll in courses during regular working hours.

### **Academic & Financial Requirements**

An eligible faculty/staff member who is receiving tuition remission benefits must remain in strict compliance with all academic, financial and/or other University policies which may be applicable and subject to change, from time to time, at the sole discretion of the University. Failure to comply with academic, financial and/or other University policies may render the faculty/staff member ineligible for the tuition remission benefits for current and/or future semesters or sessions. This ineligibility will continue for whatever period is needed to bring the faculty/staff member back into compliance. During that period, the faculty/staff member is responsible for all costs of his/her education.

### **Work Performance**

Eligible faculty/staff members will be granted tuition remission benefits only if they are in good standing and maintain satisfactory work performance and productivity. Failure to maintain satisfactory performance may render the faculty/staff member ineligible for tuition remission benefits, during which time the faculty/staff member is responsible for all costs of his/her education.

### **Taxation of Tuition Remission Benefits**

The value of tuition remission benefits may be taxable. Faculty/staff members seeking tuition remission benefits are encouraged to obtain counseling from their personal tax consultant.

### **Procedures**

To obtain tuition remission benefits, the faculty/staff member must first follow admission procedures as set forth by the University. After being admitted, a Tuition Remission Form may be obtained from Human Resources. All interested faculty/staff members must complete a Tuition Remission Form in order to be considered for tuition remission benefits each semester.

### **Applicability of Academic Bulletins**

If, at any time, a conflict arises between the terms set forth in this policy and the terms contained in any applicable academic Bulletin, the academic Bulletin will control determination of the issue.

**Chart A – Faculty/Staff Eligibility & Tuition Remission Benefits By Type of Course**

TYPE OF COURSES	WORK STATUS	ELIGIBILITY
Undergraduate Courses (Taken pursuant to approved degree/credential/certificate program or under non-degree status)	F/T Faculty F/T, Regular/Term Staff	Yes (non-taxable)
Graduate Courses (Taken pursuant to approved degree/credential/certificate program or under non-degree status)	F/T Faculty F/T, Regular/Term Staff	Yes (Subject to all applicable taxes)
<u>Semester</u> Study Abroad Programs	F/T Faculty F/T, Regular/Term Staff	No tuition remission benefits
Approved Summer Session Study Abroad Programs Administered/Sponsored by LMU [with applicable conditions]	F/T Faculty F/T, Regular/Term Staff	Yes, tuition portion of program costs, <b>only</b> (undergraduate courses non-taxable)
MBA, MS/MBA	F/T Faculty F/T, Regular/Term Staff	Yes (Subject to space available and applies to tuition only. Subject to all applicable taxes.)
EMBA Program	F/T Faculty F/T, Regular/Term Staff	No tuition remission benefits
Ed.D	F/T Faculty F/T, Regular/Term Staff	Yes (Subject to space available and applies to tuition only. Subject to all applicable taxes.)
JD (part-time), LL.M Tax (part-time), LL.M (part-time), MLS (part-time), MT Program (part-time)	F/T Faculty F/T, Regular/Term Staff	Yes (Subject to space available and applies to tuition only. Subject to all applicable taxes.)
JD (full-time), JD/MBA (full-time), JD/LLM (full-time)	F/T Faculty F/T, Regular/Term Staff	No tuition remission benefits
Doctor of Judicial Science	F/T Faculty F/T, Regular/Term Staff	No tuition remission benefits
LMU Extension	F/T Faculty F/T, Regular/Term Staff	No tuition remission benefits