

Policies and Procedures

SECTION: Administration	NO. 2.2.12.									
CHAPTER: Human Resources	ISSUED: 1967	<i>REV. A</i> 9/11/96	<i>REV. B</i> 12/5/98	<i>REV. C</i> 12/12/02	<i>REV. D</i> 9/1/04	<i>REV. E</i> 4/8/11	<i>REV. F</i> 1/9/18	<i>REV. G</i> 1/26/20	<i>REV. H</i> 8/22/22	<i>REV. I</i> 5/9/2023
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PURPOSE

The purpose of this policy is to state the guidelines of Creighton University’s tuition remission and discounts for benefit eligible employees, their spouses and dependent children.

SCOPE

See the chart for specific eligibility.

The University’s Human Resources Office separately administers the following programs in accordance with criteria and timely submission to participating schools as appropriate:

Tuition Remission Program: <https://my.creighton.edu/hr/benefits/tuition-remission>

Faculty and Staff Children’s Exchange (FACHEX) Program: <https://my.creighton.edu/hr/benefits/tuition-remission/fachex>

Tuition Exchange Program: <https://my.creighton.edu/hr/benefits/tuition-remission/tuition-exchange-program>

High School Discount Program: <https://my.creighton.edu/hr/benefits/tuition-discount-program>.

Please contact Human Resources for more information along with referencing the links provided for up-to-date information.

POLICY

A. Students must first be accepted through the established procedures within their chosen college or school. Acceptance of a student does not guarantee an award of tuition remission/discount nor does eligibility for tuition remission or discount guarantee admission as a student. In addition, participation in the tuition remission program does not ensure the award of a degree.

B. Eligibility for participation in the tuition remission program begins at the start of the first semester following the employee’s date of hire. Tuition remission and discounts will not be awarded retroactively.

C. Certain programs are excluded from the tuition remission and discount program. These programs may change from time to time. See Human Resources’ tuition remission webpage (<https://my.creighton.edu/hr/benefits/tuition-remission>) for the current list of excluded programs.

D. Mandatory fees are the responsibility of the student. In addition, a tuition remission administrative fee is charged each semester to the spouse or dependent child receiving 100% remission for undergraduate programs. See Human Resources’ tuition remission webpage (<https://my.creighton.edu/hr/benefits/tuition-remission>) for details.

E. Any financial charges that an employee or their spouse/dependent child have incurred from the previous semester or term must be paid in accordance with the established Student Financial Services procedures prior to any award or usage of tuition remission for the upcoming semester or term.

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F. To be eligible for tuition remission or discount benefits, an employee must be benefit eligible and have an active status until the University’s official drop/add deadline for each semester in which the benefit will be used by that employee or their spouse/dependent child. If an employee resigns or is terminated from the University prior to the drop/add deadline, the tuition remission benefit will be rescinded, and all tuition will be charged back to the student’s account, and any paid associated tuition remission administrative fees will be refunded to the student’s account.

G. An employee may attend courses during work hours with the approval of his or her immediate supervisor. Lost work time resulting from class attendance must be made up.

H. Graduate tuition remission and discounts for employees, their spouses and dependent children may be considered taxable income to the employee in accordance with Internal Revenue Service regulations. See <https://www.irs.gov/government-entities/federal-state-local-governments/qualified-tuition-reduction> for further information.

- I. To remain eligible for tuition remission, the student must
- not be on disciplinary probation or suspension at Creighton University, as defined in the Student Discipline Policies and Procedures in the Creighton University Student Handbook.
 - not be on disciplinary probation, suspension or expulsion as a result of non-academic misconduct at any other institution of higher education.

A student who fails to maintain the above requirements will become ineligible for continued participation in the tuition remission program. This ineligibility will continue for the period of time necessary to bring his/her conduct record back into compliance, and/or to satisfactorily complete the suspension or probationary period, and any requirements imposed as part of the sanctions. During that period, the student is responsible for all costs of his/her education.

J. Upon a dependent child’s initial participation in the tuition remission program, and annually thereafter, he or she may apply for federal financial aid (excluding loans) with the University’s Student Financial Aid Office. Outside grants and scholarship awards will be applied to tuition first, unless otherwise directed by the funding source. The tuition remission benefit will then be applied to the tuition balance as part of the total financial aid package.

If the student is eligible for both tuition remission / discount and an internal financial aid award, the student will only receive the larger of the two. For example, if a student has earned a 50% merit scholarship and is eligible to receive a 100% tuition remission benefit, the student would receive the tuition remission benefit because it is the larger of the two.

K. If a discount is discontinued by the University, any individual who has already matriculated and remains otherwise qualified for the discount may continue to receive the discount for the program into which the individual has matriculated.

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L. The tuition remission and discount benefits are as follows:

Employment Status	Benefit: Qualified Undergraduate Programs	Benefit: Qualified Post Bachelors Programs	Credit Hour Limit
Benefits Eligible Employee working 1560 or more hours annually:			
Employee	100% tuition remission	100% tuition remission	No total credit hour limit; maximum of 2 courses per semester or term
Spouse/dependent	100% tuition remission	25% reduction from published tuition	136 undergraduate credit hours; 36 post bachelor credit hours
Benefits Eligible Employee working 1040-1559 hours annually:			
Employee	100% tuition remission	100% tuition remission	No total credit hour limit; maximum of 2 courses per semester or term
Spouse/dependent	\$25,000 annual discount for full-time student; 25% reduction from published tuition rates for part-time students	25% reduction from published tuition	136 undergraduate credit hours; 36 post bachelor credit hours
Disabled Employee with five years of benefit eligible service (See Note 4):			
Employee	See Note 5	See Note 5	

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Spouse/dependent	See Note 5	See Note 5	
Spouse/Dependents of Deceased Employee with five years of benefit eligible service (See Note 4):			
Spouse/dependent	See Note 5	See Note 5	
University Recognized Retiree (see HR for determination)	See Note 5	See Note 5	See Note 5

Note 1: The tuition remission and discount benefit is administered by Human Resources, which shall serve as Plan Administrator to construe and interpret this Policy.

Note 2: The existence of this Policy 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.

Note 3: Eligibility for course registration and maintaining student status is subject to requirements established by Student Success and University guidelines.

Note 4: The disabling condition or death must have occurred while the individual was employed by the University in a benefits eligible position.

Note 5: The amount of remission benefit is determined when the benefit is received based on the current policy then in force.

Note 6. 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.

DEFINITIONS

*Dependent Child – “Dependent Child” refers to an employee’s child who is a dependent for federal tax purposes, who has never been married, and who is qualified to receive a “qualified tuition reduction” under the IRS Code. The University may request evidence of such qualification.

*Spouse – An individual who is the legal spouse of a benefit eligible employee.

PROCEDURE

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Applying for tuition remission is a procedure separate from admission to the University. See the Human Resources Tuition Remission and Discount webpage at (<https://my.creighton.edu/hr/benefits/tuition-remission>) for instructions. Human Resources shall regularly communicate reminders to employees regarding the tuition remission and discount benefits.

ADMINISTRATION AND INTERPRETATIONS

Questions regarding this policy should be directed to Human Resources. Questions about financial aid, status and hour requirements should be referred to Student Financial Services. All other questions should be referred to Human Resources.

AMENDMENTS OR TERMINATION OF POLICY

The University reserves the right to modify, amend or terminate this policy at any time.