Tuition Remission Policy for Madrid Campus Employees, their Spouses, and Children

1) Faculty and Staff

Eligible full-time Faculty and Staff of the Madrid Campus may apply for and receive a full waiver of tuition according to published guidelines.

In order for a full-time member of Faculty or Staff to be eligible for the benefit, he or she must be considered a full-time Faculty or Staff member on the first day of classes for the term for which tuition remission benefits are requested.

a) There are two types of tuition remission: for non-credit and for credit.

   i) A Faculty or Staff member requesting to take classes for non-credit should request so in writing from his or her direct supervisor. If approved, the employee will not be registered in the class nor have an official transcript of the class taken.

   ii) Faculty and Staff requesting to take classes for credit must first meet requirements for admission to the Madrid Campus, as well as maintain satisfactory academic progress. For each credit hour taken, the Faculty or Staff member is responsible for a non-refundable 20€ processing fee, payable to the Madrid Campus.

b) Tuition remission will be approved for up to 18 hours of undergraduate and/or graduate coursework per academic year, defined as the period beginning with Summer Session II and concluding with Summer Session I of the following year. No more than 6 hours per semester or term will be approved.

c) Faculty and Staff will be allowed to attend classes during regular office hours provided that the normal flow of work in the employee’s department is not jeopardized and the employee makes up his or her office absence for class attendance in a manner agreed upon by the direct supervisor. Requests will be evaluated by the employee’s direct supervisor who, in turn, will present the request to the appropriate management leader.

d) These tuition remission benefits shall not apply for the following:

   i) University non-tuition and/or course-related fees;
   ii) Classes offered at any campus other than the Madrid Campus;
   iii) Coursework if the employee has already met – or will exceed by enrollment – the total tuition remission limit of 180 credit hours of undergraduate and/or graduate coursework;
   iv) If admission requirements established by the Madrid Campus are not met;
   v) If satisfactory academic progress as defined by the Madrid Campus is not maintained; or,
   vi) For a period of one term should an employee withdraw from courses in two consecutive terms or during the majority of terms for which he or she registers in an academic year, defined as the period beginning with

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Summer Session II and concluding with Summer Session I of the following summer.

2) Employee Spouses and Children

The Spouse and/or Children (natural-born or adopted) of any full-time Faculty and Staff member of the Madrid Campus are eligible for benefits under the Tuition Remission Plan both on the Madrid Campus and the St. Louis Campus according to these published guidelines.

In order for a Spouse or Child to be eligible for the benefit, the Parent-Employee must meet one of the following criteria as of the first day of classes for the term for which tuition remission benefits are sought:

- he or she is a current full-time member of Faculty or Staff who has completed three years of continuous full-time service with the University immediately prior to the first day of classes for which tuition remission benefits are sought;

- he or she is a former full-time member of Faculty or Staff who was employed for more than seven consecutive years by the University and whose employment with the University was terminated by reason of his or her death or by reason of retirement upon or after the attainment of age 60.

a) There are two types of tuition remission: for non-credit and for credit.

i) Classes may be taken for non-credit on the Madrid Campus only.

ii) Classes for credit may be taken on either the Madrid Campus or St. Louis Campus of Saint Louis University.

b) For requests to study on the St. Louis Campus, the employee must have completed the tuition remission application procedures for the St. Louis Campus. Application must be completed online in Banner Self-Service, accessed through the mySLU web portal.

c) For each credit hour taken on the St. Louis Campus, the Faculty or Staff member is responsible for a non-refundable $50 processing fee, payable to the St. Louis Campus.

d) For each credit hour taken for credit on the Madrid Campus, there is a non-refundable 40€ processing fee, payable to the Madrid Campus. There is no fee charged for courses taken for non-credit on the Madrid Campus.

e) To qualify for tuition remission, the Spouse or Child must have met the established requirements for admission to Saint Louis University and must have been admitted to one of the University’s undergraduate programs.

f) These tuition remission benefits shall not apply:

i) If the Spouse or Child has already been awarded an undergraduate degree from any college or university;

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ii) If the Spouse or Child is a visiting student seeking a degree from other than Saint Louis University;
iii) For a Child if he or she has already reached his or her 25th birthday;
iv) For a Child if the Child is a Step-Child of the Faculty or Staff member;
v) For undergraduate courses in excess of 18 credit hours beyond the total required for the degree as stated in the “Undergraduate Catalog”;
vi) For credit hours taken at the University at the graduate level;

vii) For **St. Louis Campus** courses offered as non-credit or continuing education courses;

viii) For University non-tuition and/or course-related fees;
ix) For courses exceeding registration limits;
x) For classes offered at any university, college, junior (community) college or other educational institution other than Saint Louis University;

xi) If admission requirements established by the Madrid Campus or St. Louis Campus are not met;

xii) If satisfactory academic progress as defined by the Madrid Campus or St. Louis Campus is not maintained; or,

xiii) For a period of one term should the Spouse or Child withdraw from courses in two consecutive terms or during the majority of terms for which he or she registers in an academic year, defined as the period beginning with Summer Session II and concluding with Summer Session I of the following summer.

In regard to tuition remission benefits, management reserves the right to revise any or all of the stated policy at any time, including the number of grants which will be made available annually, with the understanding that changes will not become effective until the first day of the calendar year following revision.

For more information, please contact Viki Villarreal, Director of Finance & Operations, at villar@slu.edu or at extension 214.