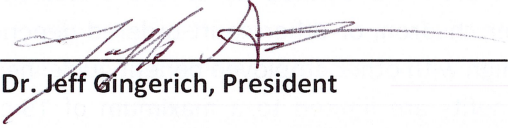




ST BONAVENTURE
UNIVERSITY

Tuition Remission Policy			
Administered By: Office of Financial Aid and Office of Human Resources			
Approved By: 		<u>12-21-22</u>	
Dr. Jeff Gingerich, President		Date	
Policy Number: HR-005	Associated Form: Online	Associated Procedure: Online	Policy Version & Date: Final – 12/21/2022

Purpose:

The St. Bonaventure Tuition Remission policy is designed to enrich the lives of employees and their families by providing a reduction, or elimination, of tuition costs associated with enrollment at St. Bonaventure University.

Policy Statement:

St. Bonaventure reserves the right to limit availability of this benefit, particularly to highly enrolled courses or programs. Remission benefits cease upon termination of employment except for those courses in which the employee, spouse or dependent is currently enrolled and classes are in session at the time of termination. Tuition remission follows the university’s financial aid policy for renewal and Satisfactory Academic Progress (SAP) found in the Undergraduate Course Catalogue. After the application for financial aid has been processed and/or is awarded, the University will grant remission on the remaining tuition accordingly. Should any awards and scholarships be lost due to academic performance, the tuition difference will not be covered by this benefit.

Tuition remission may be subject to tax as per IRS guidelines and may not cover additional tuition related charges such as tuition overload charges and/or fees. Employees are responsible for any tax liability generated from remission benefits.

Scope and Eligibility:

St. Bonaventure values the education of its employees and their families. Tuition Remission is offered to provide support for those that wish to pursue a degree of higher education. As such, it is expected that the prospective student will have applied, been accepted to, and be enrolled into a SBU degree program that will result in a Certificate, a Bachelor’s, or a Master’s degree. Doctoral degree programs are not

eligible for tuition remission. Any exceptions to this requirement will be determined on a case-by-case basis with consideration to the specific circumstances for that student.

I. UNDERGRADUATE TUITION REMISSION ELIGIBILITY

- a. Full-time employees of St Bonaventure University, the St Bonaventure Friary, and the St Bonaventure Cemetery, their spouses, and dependent children who have ***not yet earned a Bachelor's degree*** from any college or university.

- Dependent children are defined as children, step-children, adopted children, foster children, or other court-ordered dependents up to the age of 26 to align with other employee benefit guidelines.
- Remission benefits are limited to a maximum of 18-credit hours per semester. Any student course load above 18-credit hours will be at the full expense of the student.
- Dependent children enrolled in degree programs at another undergraduate college or university, may enroll in a course(s) at SBU during the summer or winter months and be eligible for tuition remission under this policy. *(Please note that the student will be responsible for coordinating the transfer credits earned at SBU to any other college or university.)*

- b. Family Members of Friars

- The nieces and nephews of Friars of the St. Bonaventure Friary who are contributing at St. Bonaventure University, at the discretion of the President.

II. GRADUATE TUITION REMISSION ELIGIBILITY

- a. **In-Person Programs:** Full-time employees of St. Bonaventure University and their spouses **only**.

- b. **All Online Programs:** Full-time employees of St. Bonaventure **only**.

c. **EXCLUSIONS**

Tuition Remission is not available for Graduate Programs in Occupational Therapy, Physician Assistant Studies, Physical Therapy, Nursing, or any graduate program that prepares the student for professional licensure.

**The number of seats available in online graduate programs is restricted and prioritized based on the employee's number of full-time years of service to the University. Students enrolled in an externally supported online graduate program wishing to also participate in in-person course instruction, will be remission-eligible for up to two in-person classes per program.*

Amount of Remission

- III. **Undergraduate** tuition remission is awarded to eligible students at 100% of the cost of tuition minus any financial aid award.
- IV. **Graduate** tuition remission is awarded to eligible students as follows:
 - a. Full-time employees = 80% remission
 - b. Spouse of employee = 50% remission

***Remission only applies to tuition. All other fees and expenses (including books and room & board) are the responsibility of the employee and/or student.*

Applying for Tuition Remission

Employees must request Tuition Remission using NeoEd. A request must be submitted each semester at least two weeks prior to the start of the semester, whenever possible.

Prior to requesting Tuition Remission, employees must complete the following steps:

1. Complete the FAFSA application per <https://studentaid.gov/h/apply-for-aid/fafsa>.
2. Register for classes

****Please note, employees are no longer required to submit copies of tax documents or proof of registration to the Office of Human Resources. Failure to complete the FAFSA or register for classes will significantly delay the process and may result in Tuition Remission credit being denied.*

Related Policies:

The Giant Step Tuition Waiver Policy
Tuition Exchange

