

Tuition Remission Policy 2019

Purpose and Limitations of Tuition Remission

The St. Bonaventure Tuition Remission program is designed to enhance the lives of our employees and their families by providing a reduction or elimination of tuition costs for employees and dependents. St. Bonaventure does reserve the right to limit availability of this benefit, particularly to highly enrolled courses or programs. Employees are responsible for any tax liability generated from remission benefits. Remission benefits cease upon termination of employment except for those courses in which the employee, spouse or dependent child is currently enrolled and classes are in session at the time of termination. Remission benefits also cease for the next academic year should the student's cumulative GPA drop below 2.0. Students will be eligible for Tuition Remission again once their cumulative GPA is 2.0 or higher.

Applications for tuition remission received less than two weeks before the start of semester/session classes will be denied for that semester/session unless special circumstances are documented. Other special circumstances (denials, restrictions, reductions) regarding this benefit may be considered by appeal on a case by case basis. Complete information is available from the Financial Aid Office and all applicants MUST complete the tuition remission form available in the Office of Human Resources or on my.sbu.edu.

Undergraduate Tuition Remission

All full-time employees of St. Bonaventure University, their spouses, and dependent children are eligible for full undergraduate tuition remission beginning at the start of the first academic semester following the employee's date of hire. Also eligible are nieces, nephews, brothers, and sisters of Friars of the Holy Name Province who are contributing Friars (administration, staff, faculty, etc.) at St. Bonaventure University. Additionally, those nieces, nephews, brothers, and sisters of a Friar who has given at least ten years of service to the University are to receive full tuition remission. All full-time employees of Mt. Irenaeus and Holy Peace Friary, their spouses, and dependent children are eligible for undergraduate tuition remission upon the completion of 15 years of service. Finally, a tuition remission of \$500 per semester is to be extended to any niece, nephew, brother, or sister of any Friar of the Holy Name Province.

To be eligible for this benefit, dependent children, nieces, and nephews listed above must meet, within their immediate family, the 'qualifying child' rules under IRS guidelines.

All employees/spouses/dependents must submit the Free Application for Federal Student Aid (FAFSA) and apply first for Federal, State, or Local tuition assistance, scholarships, or awards including NYS TAP awards. After the application for the aforementioned aid has been processed and/or is awarded, the University will grant remission of all remaining tuition. Should any awards and scholarships be lost due to academic performance, the tuition difference will not be covered by this benefit. The University reserves the right to charge for additional costs for certain courses where the tuition fee has been set to include these or other extraordinary charges. Of note: Employees or spouses with an academic degree taking undergraduate classes will receive remission at the graduate tuition level (see below). Dependent children, nieces, nephews, brothers, and sisters with a bachelor's degree or higher are not eligible for any tuition remission.

Graduate Tuition Remission

All full-time employees of St. Bonaventure University and their spouses (with restrictions as listed below) are eligible for graduate tuition remission at St. Bonaventure University only. Remission for the SBU employee is 80% of the tuition cost and 50% for the employee's spouse. Graduate tuition remission may be subject to tax as per IRS guidelines.

Tuition Remission for Online Graduate Programs

Online Graduate programs have limited attendance availability and tuition remission is only available for full-time employees of St. Bonaventure University. Students while enrolled in an online graduate program will be remission-eligible for a total of two ground-based (in-person) classes per graduate program.

Employees must apply for admission and tuition remission for Online Graduate programs by July 1st and meet the program's admission criteria. Employee tuition remission is only available for those starting Online Graduate programs during the first fall session.

The number of seats available in Online Graduate programs for employees is restricted and approval for the available seats in each program will be granted based on the employee's full time years of service to the University.

ST. BONAVENTURE UNIVERSITY POLICY REVIEW FORM

Policy Name: Tuition Remission Policy

Division Initiating Development or Amendment: Finance & Administration

Individual(s)/Title(s) Responsible for Development or Amendment: HR / Financial Aid

Does this Policy Replace an Existing Policy?: YES: NO:

Name of Existing Policy: Tuition Remission Policy

Related Policies: None

Other Departments/Divisions Affected by Policy: All

Date Originally Presented to the President: 9/10/2019

Reviewed by:

SEMT: YES: NO: **Date:** 9/10/2019

President's Council: YES: NO: **Date:**

Faculty Senate: YES: NO: **Date:**

SGA: YES: NO: **Date:**

Legal: YES: NO: **Date:**

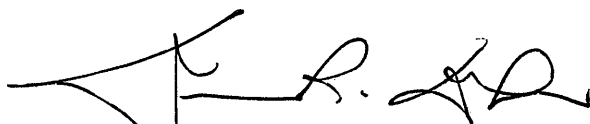
Other: YES: NO: **Date:**

Does the Policy Need Board of Trustees Approval?: YES: NO:

Date of Board of Trustees Approval?:

Notes:

Final Approval:



(President's Signature)

10/8/19

Date