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. Complete information is available from the Financial Aid Office and the tuition remission form is 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. This benefit for full-time employees is extended 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. Finally, 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.

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.

All employees/spouses/dependents must apply first for Federal, State, or Local tuition assistance, scholarships, or awards. After the application for the aforementioned aid has been processed and/or is awarded, the University will grant remission of all remaining tuition. The University reserves the right to charge for travel, food, lodging, and other costs for certain courses where the tuition fee has been set to include these or other extraordinary charges.

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.

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 employees 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  
(Development/Amendment Process)

Policy: Tuition Remission Policy 2017

Division initiating development or amendment: President

Individual(s)/Title(s) responsible for development or amending: Human Resources, Financial Aid, and Business Office

Does this policy replace an existing policy? □YES □NO

If yes, please give name of existing policy & date of last revision: Tuition Remission, July 2016

Related policies: none

Other departments/divisions affected by policy: All

Date originally presented to Cabinet: April 3, 2017

I. Review Status

□ Returned, under advisement for re-write

Date: Click here to enter text.

□ Returned to Cabinet

Date: Click here to enter text.

□ Sent for legal review

Date: Click here to enter text.

☑ Approved by Cabinet

Date: April 4, 2017

II. Policy sent for advisory review to*:

*Must be returned, with acknowledgement, to the Cabinet within ten working days after receiving the original policy

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<th>Date Sent:</th>
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<th>Comments Attached:</th>
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III. Final Approval

[Signature]

Date: 9/3/17

Attach the final copy of the Policy, with amended text highlighted in yellow (if applicable), to this form

□ Approved policy posted to the Governing Doc. Website

Date: Click here to enter a date.