

TUITION REMISSION BENEFITS FOR SLU EMPLOYEES AND THEIR FAMILIES

Tuition Remission benefits apply to full-time employees (and their families) on regular appointments to include faculty, administrative staff and hourly employees. Eligibility depends on service date/probationary period so please contact the Human Resources Office for specific details. The schedule of remission benefits is as follows:

	<u>Employee</u>	<u>Spouse</u>	<u>Dependent</u>
<u>Non-Matriculated</u>			
<i>Undergraduate</i>			
Courses/Semester	1	1	1
Courses/Summer Session	1	1	1
<i>Graduate (4 course limit)</i>			
Courses/Semester	1	1	n/a
Courses/Summer Session	1	1	n/a
<u>Matriculated</u>			
<i>Undergraduate</i>			
Courses/Semester	2	2	Full Load
Courses/Summer Session	1	1	2
<i>Graduate</i>			
Courses/Semester	2	2	n/a
Courses/Summer Session	1	1	n/a
<u>Cross Registration</u>			
Courses/Academic Year	2	n/a	n/a

Items of Interest

- Students must meet SLU Admissions criteria.
- Dependent children must meet the IRS dependent guidelines. Please see the IRS website at <http://www.irs.gov/> for specific guidelines.
- Employee must file a Tuition Benefit Application form with Human Resources for approval *each* semester either for themselves or their dependents.
- Students must register for the class with the Registrar's Office before classes begin.
- Registration fee must be paid to Student Financial Services before classes begin.
- Cross Registration to Clarkson, SUNY Canton and Canton Potsdam is regulated by Associate Colleges of the St. Lawrence Valley.
- Employees must receive supervisor's approval to take classes during work hours and it is expected that lost work hours will be made up to receive full pay. Verification by the University may be required.
- The benefit for a dependent child enrolled as a full-time matriculated student is limited to a maximum of 40 units or 10 semesters, or when requirements for a Bachelor's degree are satisfied, whichever occurs first. Summer courses taken by matriculated students count against total units.
- Visiting appointments greater than six months are eligible to take one course per semester (family members are not eligible).
- Special rules apply to part-time assistant coaches.
- Part-time CSEA, Confidential and Security staff are eligible for one course per year (family members are not eligible).
- High school students are eligible for remission benefits. Please contact Human Resources for more specific information.
- Dependent children attending SLU under the tuition remission program are not eligible for SLU grants/scholarships in addition to the tuition remission benefit.
- Graduate courses are taxable. Please contact Human Resources for specific information.

This summary is meant to be a general guide of the Tuition Remission Benefits offered at St. Lawrence. The University has the right to change, modify or discontinue this policy at any time at its discretion.

Human Resources 4/2008