

Application for Tuition Remission

Overview: Use this form to apply for tuition remission for yourself, or your spouse or child. We will notify you when the application is approved. For budgeting purposes, **applications must be received in HR by 15 October** for tuition remission to be applied to the period 1 July through 30 June. NOTE: Tuition benefits are a taxable fringe benefit. The amount over \$5,250 of tuition remission applied to your education, or the full amount applied to your spouse or child's education within a calendar year is reported to the IRS on your W2 statement.

Applicant name / date of employment

Student name (if different)

Target program / academic term

Relationship to applicant (self, spouse, child) If child, date of birth

The Tuition Remission benefit may be applied to the equivalent of 5 fulltime student years:

New or continuing in the Tuition Remission plan / if continuing how many terms completed?

Employee signature / application date

Approvals / information routing

1. Applicant is eligible for the Tuition Remission Program

Director of Human Resources Office / Date

2. Application is in / out of budget

Vice President of Administrative Operations and Finance / Date

cc: Employee, Admissions, Registrar, Finance, Financial Aid Office

Tuition Remission Benefit (excerpt from the Policy Manual)

A. Full-time employees shall be eligible for 100% tuition remission in undergraduate programs in the event that they attend any campus of Antioch University and 100% tuition remission in master's level programs at their campus.

B. Spouses, domestic partners or dependent children under the age of 25 of full-time employees shall be eligible for 100% tuition remission in undergraduate programs in the event that they attend any campus of Antioch University.

C. Spouses, domestic partners or dependent children under the age of 25 of full-time employees attending the employee's campus of Antioch University are eligible for 50% tuition remission in master's level programs.

D. Full-time employees, their spouses, domestic partners or dependent children under 25 shall be eligible for 50% tuition remission in master's level program in the event that they attend any campus of Antioch University other than the campus of the University in which the employee is employed.

E. Part-time employees shall be eligible for a prorated reduction of tuition reflective of the amount of time worked (i.e., those working half-time will be entitled to a 50% tuition reduction benefit) in undergraduate programs and to a reduction reflective of half the amount of time worked (i.e., those working half-time will be entitled to 50% reduction) in master's level programs in the event that they attend their Antioch University campus.

F. Full-time employees shall be eligible for a 50% tuition remission in doctoral level programs offered by the University.

The following conditions apply:

G. Tuition benefits will be applicable to enrollment after one year of employment.

H. Tuition benefits shall be limited to a maximum of five full-time student equivalent years, per eligible employee, spouse, domestic partner, or dependent child under the age of 25.

I. The study schedule of employees must be approved by their supervisors, the campus Human Resources Director and the campus President. Approval, including credit limits per semester, will only be granted if the study schedule can be accommodated without interference with the operations of the University or the employee's campus. Campus Presidents have the authority to limit the number of employees, spouses, domestic partners or dependent children under the age of 25 receiving this benefit in any given fiscal year if warranted by budgetary or capacity constraints. Should limits become necessary, those employees who do not receive the benefit shall be placed on a first-come, first-served basis waiting list.

J. Employees, their spouses, domestic partners or dependent children attending Antioch must pay all costs, other than those normally and customarily covered by tuition, and/or all costs related to a student's program incurred by the university for the purchase of services from external sources.

K. Enrollments shall be subject to all regular admissions and registration requirements.

L. Tuition benefits for employees, their spouses, domestic partners or dependent children shall not extend beyond the effective date of termination of employment by the eligible employee. Benefits to the surviving spouses, domestic partners or children of deceased employees shall be at the discretion of the campus President with the approval of the Chancellor.

M. The employee must apply to the Human Resources Department for participation in any Antioch program by January 1 preceding the academic year. This application is necessary so that funding can be included, as approved, in the campus budget for the next fiscal year (see I. above).

N. Tuition benefits will not be applicable for any program other than an Antioch University Program.

O. Auditing privileges shall be generally available, without cost, to employees, their spouses, domestic partners and dependent children, subject to capacity and the approval of supervisors and the campus President.

P. For purposes of this policy, a dependent child must be under the age of 25 at the start of the academic term and must have been claimed as a dependent on the most recently filed Federal Tax Return by the employee.

Q. Any exceptions to this policy (e.g., a waiver in exceptional circumstances, etc.) must be approved by the Chancellor, upon the recommendation from the employee's campus President.

R. This policy was approved by the Board of Trustees 23 October 2003, effective 1 January 2003.