



## UNIVERSITY POLICY

### HUMAN RESOURCES POLICIES

---

**Number: 301**

**Subject: Tuition Benefits Policy**

**Covered Individuals: UIU Employees**

**Covered Campus Locations: Fayette Campus and Centers**

**Date of Origin: April 12, 2017**

**Effective Date of Last Revision: July 15, 2020**

---

#### 301.1 PURPOSE

To outline the tuition benefits offered to full-time and part-time regular employees by Upper Iowa University (UIU).

#### 301.2 DEFINITIONS

##### *Programs*

##### Tuition Remission

- Tuition benefit at Upper Iowa University through any modality
- Tuition benefit only covers tuition, not additional expenses (i.e. overload fees, course fees, withdrawal fees, book charges, graduation fee, Fayette student fee, etc.)

##### Tuition Exchange

- Scholarship opportunity at participating schools
  - Council for Independent Colleges (CIC)
  - The Tuition Exchange, Inc.

##### *Qualifying Individuals*

##### Full-time Employee

- Staff employed 40 hours or more per week
- Full-time Faculty on a 9 or 12 month employment agreement

##### Part-time Employee

- Employed at least 20 hours per week on a permanent basis
- Excludes adjuncts and temporary and seasonal employees
- Excludes employees of independent contractors

##### Spouse

- Husband, wife, or domestic partner

IRS Dependent Child

- Son, daughter, step-son, or step-daughter
- Unmarried
- Under the age of 24 (if child turns 24 during a session then tuition remission is not available for the current or subsequent sessions)

Retiree

- Employed full-time for a minimum of five years

***Full Time Student Status\****

- Fayette Campus Students: 12-18 credit hours per semester (Undergraduate programs); 6 credit hours per semester (Graduate programs).
- Non-Fayette Campus Students: 12 credit hours per semester (Undergraduate programs); 6 credit hours per semester (Graduate programs).

*\*anything above the credit hours listed is not eligible for tuition remission*

### **301.3 POLICY**

#### **Tuition Remission**

***The Undergraduate Tuition Remission Policy is as follows:***

*Eligibility Requirements*

Full-time Employee

- Must be employed for one year
- Offered to employee, spouse, and dependent children
- Student must not have previously earned an undergraduate degree using UIU tuition remission.

Part-time Employee

- Must be employed for two consecutive years
- Offered to employee only
- Student must not have previously earned an undergraduate degree using UIU tuition remission.

*External Tuition Assistance/Reimbursement*

- Any employer-sponsored tuition assistance/reimbursement from outside of UIU must be applied to tuition prior to receipt of tuition remission benefit.
- UIU scholarships, outside scholarships, and/or federal and state grant aid will be applied to tuition prior to receipt of the tuition remission benefit.
- Employees receiving tuition remission benefits are not eligible for any other UIU discounted tuition rates.

*Course Stipulations*

Employee

- Up to Full-time status based on the definitions listed in section 301.2.
- Tuition amount over established maximum credits per semester is the responsibility of the student.
- Course enrollment is subject to availability beyond the number of tuition-paying students.

#### Spouse

- Up to Full-time status based on the definitions listed in section 301.2 of this policy. This is based on current full-time undergraduate enrollment definition as stated in the academic catalog.
- Tuition amount over established maximum credits per semester is the responsibility of the student.
- Course enrollment is subject to availability beyond the number of tuition-paying students.

#### Dependents

- Up to Full-time status based on the definitions listed in section 301.2. This is based on current full-time undergraduate enrollment definition as stated in the academic catalog.
- Tuition amount over established maximum credits per semester is the responsibility of the student.
- Course enrollment is subject to availability beyond the number of tuition-paying students.

#### *Non-degree Seeking Students*

- If the applicant has no prior bachelor's degrees, and is seeking a degree from another university, the applicant may apply to Upper Iowa University as a transient student and receive tuition remission on courses to be transferred towards a degree at another university (maximum of six credits per academic year).
- Tuition remission will also be granted to approved applicants for undergraduate credit for teaching endorsement; teaching license; coaching authorization; prerequisite for a graduate degree; or professional development (maximum of 12 credits per academic year).

#### *Termination of Benefit*

- Upon separation from the University, employee, spouse and/or dependent children will be allowed to complete the current session in which they are enrolled.
- Any current tuition remission participant who drops out of the program for any period of time and then re-applies for the benefit will be subject to all policies currently in effect.

#### ***The Graduate Tuition Remission Policy is as follows:***

##### *Eligibility Requirements*

###### Full-time employees

- Must be employed for one year
- Offered to employee and spouse
- Dependent children are not eligible for the benefit
- Student must not have previously earned a graduate degree using UIU tuition remission

###### Part-time employees

- Must be employed for two consecutive years
- Offered to employee only
- Student must not have previously earned a graduate degree using UIU tuition remission.

##### *External Tuition Assistance/Reimbursement*

- Any employer-sponsored tuition assistance/reimbursement from outside UIU must be applied to tuition prior to receipt of tuition remission benefit.

- UIU scholarships, outside scholarships, and/or federal and state grant aid will be applied to tuition prior to receipt of the tuition remission benefit.
- Employees receiving tuition remission benefits are not eligible for any other UIU discounted tuition rates.

*Course Stipulations*

Employee

- Up to Full-time status based on the modality (location). This is based on current full-time graduate enrollment definition as stated in section 301.2.
- Tuition amount over established maximum credits per semester is the responsibility of the student.
- Course enrollment is subject to availability beyond the number of tuition-paying students.

Spouse

- Up to Full-time status based on the definitions listed in section 301.2.
- Tuition amount over established maximum credits per semester is the responsibility of the student.
- Course enrollment is subject to availability beyond the number of tuition-paying students.

*Termination of Benefit*

- Upon separation from the University, employee and/or spouse will be allowed to complete the current session in which they are enrolled.
- Any current tuition remission participant who drops out of the program for any period of time and then re-applies for the benefit will be subject to all policies currently in effect.

## **Tuition Exchange**

**The Undergraduate Tuition Exchange Policy is as follows:**

*Eligibility Requirements*

- Full-time employees
- Must be employed for one year
- Offered to employee, spouse, and dependent children
- Scholarship opportunity for up to eight semesters (not a guaranteed benefit)

*Termination of Scholarship*

- Upon separation from the University, employee, spouse and/or dependent children will be allowed to complete the current semester in which they are enrolled.
- Any current tuition exchange participant who drops out of the program for any period of time and then re-applies for the benefit will be subject to all policies currently in effect.

**The Graduate Tuition Exchange Policy is as follows:**

*Eligibility Requirements*

- Full-time employees
- Must be employed for one year
- Offered to employee and spouse
- Dependent children are not eligible

- Scholarship opportunity for up to four semesters (not a guaranteed benefit)

#### *Termination of Benefit*

- Upon separation from the University, employee and/or spouse will be allowed to complete the current semester in which they are enrolled.
- Any current tuition exchange participant who drops out of the program for any period of time and then re-applies for the benefit will be subject to all policies currently in effect.

### **301.4 RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

#### **Guidelines for students enrolled in UIU courses and receiving tuition remission or tuition exchange:**

- Undergraduate students must apply, be accepted, and file a FAFSA (exceptions - non-degree seeking students and employees who are not U.S. citizens).
- All recipients of tuition remission/exchange benefits must meet the requirements of the Standards for Academic Standing (SAS) and the Satisfactory Academic Progress (SAP) policies per the standards set forth by the institution in order to retain eligibility in subsequent terms.
- Individuals wishing to repeat a course previously covered by tuition remission will not be eligible for remission a second time.
- If a student withdraws or is administratively withdrawn from the class after the add/drop date, tuition remission and tuition exchange will not cover the cost of the course, in accordance with the refund policy as described in the academic catalog. If a student is reinstated in a course previously dropped or administratively withdrawn, tuition remission and tuition exchange will apply.
- If a full-time employee dies while a spouse and/or dependent child is enrolled, tuition benefits will continue through the completion of the program or until the student withdraws, whichever occurs first.
- If an employee retires (after five years of full-time service) while the employee, spouse and/or dependent child is enrolled at UIU, tuition remission benefits will continue through the completion of the program or until the student withdraws, whichever occurs first.
- If an employee becomes permanently disabled while the employee, spouse and/or dependent child is enrolled at UIU, tuition remission benefits will continue through the completion of the program or until the student withdraws, whichever occurs first.
- Employees and dependents receiving tuition benefits do not qualify for additional university-wide grants or scholarships with the exception of Honors and Awards scholarships. Honors and Awards scholarship amounts will be applied to tuition costs prior to tuition remission being applied.
- Those taking courses which exceed the benefit maximum will NOT qualify for additional grants, scholarships or discounts.
- In situations where class times conflict with normal working hours, a signed approval of the employee's supervisor is required prior to the use of release time or altering a work schedule.
- Some UIU study abroad programs are eligible for tuition remission. Please contact the Center for International Education for more information. Study abroad program fees are not eligible for tuition remission.

#### **Rules**

The following table summarizes the thresholds at which the tuition remission benefit becomes a taxable fringe benefit to the employee. The total dollar value applied to the benefit is equal to the prevailing cost per credit hour at the time the class is attended, times the number of credit hours taken.

Note: This limitation is an annual amount (January-December)

<b>Student Attending Classes</b>	<b>Undergraduate</b>	<b>Graduate &lt; \$5,250</b>	<b>Graduate &gt; \$5,250</b>
Employee	Non-taxable	Non-taxable	Taxable
Spouse	Non-taxable	Taxable	Taxable
Dependent Child*	Non-taxable	N/A	N/A

\*Federal tax law guidelines for the definition of “qualified dependent child” under IRS rules must be met.

**Forms**

Tuition Remission Application

Preliminary Application for Tuition Exchange

Tuition Exchange Procedures

**301.5 CONTACTS**

Acting as the Policy Owner, the Human Resources Office is responsible for answering questions regarding the application of this policy. Contact information: HR@uiu.edu, (563) 425-5959

**301.6 SANCTIONS**

N/A

**301.7 HISTORY**

Replaces Graduate Tuition Remission Policy dated 4-12-17

- Includes undergraduate and graduate tuition remission and tuition exchange policies

April 29, 2019 – Revision to policy recommended for President’s Council approval by the University Policy Committee

May 15, 2019 -- Revised policy approved by the President’s Council

August 26, 2019 – Another revision to policy recommended for President’s Council approval by the University Policy Committee

September 4, 2019 -- Revised policy approved by the President’s Council

June 29, 2020 – Another revision to policy recommended for President’s Council approval by the University Policy Committee

July 15, 2020 – Revised policy approved by the President’s Council and the President

