

status and hour requirements should be referred to Student Financial Services.

All other question should be referred to the Human Resources Division.

4. Neither the Plan Administrator nor any department or individual delegated to perform administrative duties to the Plan shall be liable for any act done or determination made in good faith.

B. Construction of Plan

1. The construction and interpretation of any provision of this Plan by the Plan Administrator shall be final and conclusive.

III. PARTICIPANT ELIGIBILITY REQUIREMENTS

The Plan shall provide tuition remission benefits to a legal Spouse, eligible Child, full-time faculty, full-time staff or former employee who meets the following requirements:

A. Spouse or Child

1. Must qualify as a legal Spouse or eligible Child of a current or former full-time employee who, during the month of the first day of classes for the term for which tuition remission benefits are sought, meets one of the following criteria:
 - a. The employee is a current full-time faculty or full-time staff member who has completed or completes three years of continuous full-time service with the University (benefits for such Spouses or Children are described in Section IV.A);
 - b. The employee is a former full-time faculty or full-time staff member who was employed full-time for more than seven consecutive years by the University and he or she

attainment of age 60 (benefits for such Spouses or Children are described in Section IV.A); or

c. The employee is a VERP Participant who retired under and in accordance with the VERP (benefits for such Spouses or Children are described in Section IV.A).

2. Must be seeking their first undergraduate degree;
3. Must have met the established requirements for admission to the University and must have been admitted to one of its undergraduate programs;
4. May be a visiting student in good standing and seeking their first undergraduate degree from another institution;
5. Must, once admitted, continue to meet existing requirements to maintain satisfactory academic progress at Saint Louis University (2.0 GPA); and
6. In the case of a Child, must not have reached his or her 25th birthday.
7. If an individual is hired by the University on or after January 1, 2019 as a full-time faculty or staff member immediately following service with another accredited college or university, then his or her most recent period of continuous service with such college or university shall be counted as continuous service solely for purposes of Section III.A.1.a above.

B. Current and Former Full-Time Faculty and Full-Time Staff

In order for current or former full-time faculty or current or former full-time staff to be eligible for the benefits described in Section IV.B, he or she must meet the following criteria: (i) during the month of the first day of classes for the term for which tuition remission benefits are sought, he or she must be considered full-time faculty, full-time staff or former full-time faculty or full-time staff whose retirement occurred by reason

6. For courses exceeding registration limits established by the Office of the Provost;
7. When any satisfactory academic progress or admission requirement established by the Office of the Provost is not met; or
8. For classes offered at any university, college, junior college or other educational institution other than Saint Louis University.
9. * * * 7 * * * * 7 * * * * 7 70 * * * * * * * * * *
 apply for or receive tuition remission described in this Section. However, if deemed necessary by Student Financial Services, other forms may be required to determine the availability of other grants or financial assistance.

B. Limited Tuition Remission Benefits for Faculty and Staff

Eligible full-time faculty or staff, on the condition that classes will not interfere with work requirements, may apply for tuition remission benefits. Full-time faculty, full-time staff, and former full-time faculty or full-time staff who have retired after age 60 following completion of seven years of continuous full-time employment with the University or by reason of Disability following completion of seven years of continuous full-time employment with the University, may apply for and receive a full waiver of tuition for up to a maximum of 18 credit hours per academic year.

These tuition remission benefits shall not apply:

4. For courses offered by Saint Louis University as non-credit courses or continuing education;
5. For medical school tuition;
6. When any satisfactory academic progress or admission requirement established by the Office of the Provost is not met; or
7. For a period of one term should a participant withdraw from courses in two consecutive terms or during the majority of terms for which they register in an academic year.
8. * * * * * apply for or receive tuition remission described in this Section. However, if deemed necessary by Student Financial Services, other forms may be required to determine the availability of other grants or financial assistance.

C. Dual Eligibility for Benefits

A full-time faculty, full-time staff, Emeritus faculty or retired staff member who would otherwise qualify for tuition remission benefits as an eligible Spouse or eligible Child shall be entitled to only the tuition remission benefit available to a full-time faculty or full-time staff or Emeritus faculty member.

D. Termination of Employment

A full-time faculty or full-time staff member awarded a tuition remission benefit who terminates employment with the University prior to the completion of the fourth week of the regular semester, or the second week of the session for terms other than a regular semester, shall be billed for the amount of the tuition remission benefit for such session unless he or she is eligible for continued benefits following employment termination under Section IV.B or IV.E.

E. Magis Operational Excellence Program - Reduction in Force Benefits

employment with the university ended, or five (5) years, whichever comes first.

- b. Former full-time faculty and staff who on the date their employment with the University ends pursuant to the Magis Operational Excellence Program Reduction in Force had completed a minimum of five (5) years of continuous full-time service at the University shall be eligible to receive benefits as outlined in section IV.E and IV.B. including subparts 1-7, but excluding subpart 8 of the Plan for a period of no more than ten (10) semesters from the date they are first admitted and enroll in eligible courses in pursuit of a degree program so long as they are admitted and enroll in eligible courses at the University within two (2) years of the date on which their employment with the University ends.
- c. Former full-time faculty and staff who on the date their employment with the University ends pursuant to the Magis Operational Excellence Program Reduction in Force had completed a minimum of ten (10) years of continuous full-time service shall be eligible to receive benefits as outlined in section IV.E. and IV.B., including subparts 1-7, but excluding subpart 8 of the Plan for a period of no more than ten (10) semesters from the date they are first admitted and enroll in eligible courses in pursuit of a degree program so long as they are admitted and enroll in eligible courses at the University within seven (7) years of the date on which their employment with the University ends.
- d. Former full-time faculty and staff who seek tuition remission benefits pursuant to section IV.E.4 for graduate level courses will be required to

provide payment to the University for the required tax withholdings in accordance with a schedule established by the University.

5. In order to be eligible for tuition remission benefits under this section IV.E., an eligible Spouse, Child, former faculty or staff, must first complete the application process necessary to apply for available financial aid and scholarships or other grants. Any institutional financial aid, scholarships or other grants will apply to tuition prior to the application of tuition remission benefits. Failure to complete and submit the application process will result in ineligibility for tuition remission benefits under section IV.E.
6. In some instances, tuition remission benefits provided pursuant to this section may be taxable. In those instances, the former employee may be required to provide payment to the University for the required tax withholding at the time designated by the University.
7. Unless specifically modified in section IV.E. of the Plan, all requirements, restrictions or limitations applicable to the receipt of tuition remission benefits contained in the Plan shall apply to individuals seeking benefits under section IV.E.

V. DEFINITIONS

- A. **ACADEMIC YEAR** Effective beginning with the fall semester of 2018, a one-year period beginning with fall term courses followed by spring and summer term courses in that order.

- J. SPOUSE An individual who is the widow or legal spouse of a full-time faculty or full-time staff member.
- K. UNIVERSITY Saint Louis University.
- L. VERP The Saint Louis University Voluntary Enhanced Retirement Program in effect during 2019.
- M. VERP PARTICIPANT A University employee who is eligible for and retires under and in accordance with the terms and requirements of the VERP, including timely submitting and not revoking a VERP Election Form and Separation Agreement and Release and having attained, as of June 30, 2019, age 60 with seven or more qualified continuous years of service at the University or age plus years of qualified continuous service (with a minimum of five years required) with the University equal to 75 or more. Anyone who is denied participation under the VERP or otherwise is not permitted eligibility for VERP benefits shall not be a VERP Participant hereunder.

VI. UNIVERSITY APPROVED LEAVES OF ABSENCE

A full-time faculty or staff member on a leave of absence approved by the University will be considered to be a full-time faculty or staff member for purposes of this Plan for the duration of such leave of absence.

VII. PROCEDURE FOR OBTAINING TUITION REMISSION BENEFITS

In order for an eligible Spouse, Child, faculty, staff or former employee to obtain tuition remission benefits, a faculty or staff member must request tuition remission online through MySLU. Terminated employees must request tuition remission via an application submitted to the Human Resources Division. Tuition remission benefits for actively employed faculty and staff may be requested one time per individual and will remain active for the duration of the employee's employment.

Human Resources Division determines age and employment status eligibility for tuition benefits and Student Financial Services determines financial assistance eligibility and monitors student status. Terminated employees seeking benefits pursuant to section IV.E of the Plan must request tuition remission via an application submitted to the Human Resources Division in accordance with procedures outlined on the Human Resources Division website. In addition, an individual seeking benefits pursuant to Section IV.E may be required to re-apply for benefits at any time as requested by the University. Tuition remission benefits may be taxable, and the University shall not have any liability for the tax consequences of any tuition remission benefits under the Plan. The University reserves the right to require an individual to provide payment to the University for any required tax withholding at the time designated by the University.

VIII. LIMITATION OF RIGHTS

No provision in this Plan shall be construed to:

- A. Give any participant any right other than those provided in Section IV;
- B. Obligate the University to provide employment at any time; or
- C. Be evidence of any agreement or understanding, express or implied, that the University shall employ an employee in any particular position or at any particular rate of remuneration.

IX. NON-ALIENATION OF BENEFITS

- A. No right or benefit under this Plan shall be subject to any anticipation, alienation, sale, assignment, pledge, encumbrance, or charge, and any attempt to anticipate, alienate, sell, assign, pledge, encumber, or charge the same shall be void.

B. No right or benefit hereunder shall in any manner be liable for or subject to the debts, contracts, liabilities, or torts of the person entitled to such benefits.

X. AMENDMENT OR TERMINATION OF PLAN

Subject to such obligations as the University may have undertaken with employee constituencies, the University may amend this Plan at any time and from time to time in whole or in part or it may terminate this Plan.

XI. CLAIM PROCEDURE

A. CLAIM A person who believes that he or she is being denied a benefit to

University Tuition Remission Plan made in any other written materials or publication,
this document shall be controlling.

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