

## **Employee Tuition Remission and Educational Assistance BU-PP 450A**

### **Policy:**

Baylor provides tuition remission (i.e., tuition costs are funded in full by the University) for courses taken by full-time employees of the University.

### **Topics:**

Eligibility  
Programs of study  
Admission  
Course limit  
Additional conditions of enrollment (employee development)  
When may courses be taken?  
Taxability  
Procedure

### **Related Policies:**

[BU-PP 450B — Spouse and Children Tuition Remission](#)  
[BU-PP 600 — Retirement Benefits](#)

### **Additional Information:**

[Application for Tuition Remission](#)  
[Tuition Memorandum](#)  
(For additional reference, see Baylor University [Educational Assistance Plan](#))

### **Contact:**

Human Resources 254.710.2000 or [askHR@baylor.edu](mailto:askHR@baylor.edu)

### **Eligibility —**

- Full-time employees hired prior to July 1, 2003, are eligible to make application for tuition remission.
- Full-time employees hired on or after July 1, 2003, will be eligible to make application for tuition remission after completing one year of continuous full-time service immediately prior to application. If rehired, prior service is not included in the one-year continuous service requirement.

### **Programs of study —**

The tuition remission and education assistance provided herein extends to courses toward the following:

- Undergraduate degree
- Post-Baccalaureate credit hours
- Graduate degree
- Special certification programs
- Employee development (additional conditions of enrollment apply; see below)
- *Doctoral programs and online programs are not covered under this benefit.*
- *EMBA program (while the program is offered at a flat fee, there will be some out of pocket expenses.)*

### **Admission —**

An employee applying for tuition remission for courses toward a degree or special certification program must meet all applicable terms and conditions for admission to the University, including, but not limited to:

- Entrance requirements as stated in the catalog

- Maintenance of academic eligibility as administered in accordance with the university's Academic Probation and Suspension Policies and Procedures.
- Maintenance of personal conduct as administered in accordance with the Standards of Personal Conduct (refer to [BU-PP 023](#)) and the Student Disciplinary Policy (refer to [Student Handbook](#)).

**Course limit —**

Tuition remission may apply to:

- A maximum of 2 courses, no more than 8 hours\*\*, during any semester.
- A maximum of 2 courses, no more than 8 hours\*, in the combined summer session.

\*\*The Executive MBA program has a structured curriculum in which enrollment exceeds 8 hours in some semesters.

\* Exception: up to 14 hours are allowed in the combined summer session for the purpose of taking an intensive foreign language course.

The courses taken must be regularly scheduled courses, shall not include audit or correspondence courses but does include Credit by Examination courses and/or Independent Study courses for credit. The employee may take up to 36 hours of post-baccalaureate credit hours.

**Additional conditions of enrollment (employee development) —**

Courses for the purpose of employee development must first meet the following conditions:

- A sufficient number of regular students must be enrolled in the course(s) to justify the course(s) being taught
- In the case of applied courses, such as those offered in the School of Music or the Department of Art, and in the case of courses in the School of Nursing, the dean of the college or school in question will determine whether space is available and whether the course has sufficient enrollment.

**When may courses be taken? —**

It is preferred that any courses be taken outside the regular work schedule of the employee. However, the department head may grant permission to allow the employee to be absent during the regular work schedule for a maximum of 4 hours per week. The employee is expected to make up this absence during the same workweek. An additional course may be allowed outside the regular scheduled workweek.

**Taxability —**

For current information, see [Tuition Memorandum](#)

**Procedure —**

Department head permission is required. An employee applying for tuition remission shall complete the [online application form](#). A new application must be submitted for each academic year. The Student Financial Aid Office will make final approval and award of tuition remission.