

Spouse and Children Tuition Remission BU-PP 450B

Policy:

Baylor University offers employees and official retirees special consideration for tuition remission benefits for their spouse and children.

Topics:

Applicable tuition remission
Employee eligibility
Eligible child
Programs of study
Tuition remission benefit
General requirements
Taxability
Tuition Exchange
Procedure
Special provisions
Separation from Service

Related Policies:

[BU-PP 450A - Employee Tuition Remission and Educational Assistance Program](#)
[BU-PP 600 - Retirement Benefits](#)

Additional Information:

Application for Tuition Remission
Tuition Memorandum
Tuition Remission Dependent Certification Form

Contact:

Student Financial Aid 254.710.2611
Human Resources 254.710.2000 or askHR@baylor.edu

Applicable tuition remission —

For faculty/staff members with 100% tuition remission discount: Tuition remission will be applied as full tuition minus the state TEG grant (if applicable). Tuition remission will replace Baylor awarded merit and need-based scholarships.

For faculty/staff members with less than 100% discount: The tuition remission discount shall apply to the net tuition for courses taken. Net tuition is defined as total tuition cost of the course or courses taken, less financial aid (Baylor awarded merit and needbased scholarships and state grants). The following forms of financial aid do not apply and are not used to determine net tuition:

1. Funds provided by a source outside the university
2. Pell Grants
3. Credit by examination fee waiver

Employee eligibility —

Full-time employees hired prior to July 1, 2003 who have maintained continuous full-time employment, must have completed an equivalent of one year of full-time employment at an accredited college or university in order for their spouse or children to be eligible to apply for tuition remission. These eligible spouses and children will be provided a 100% discount of net tuition. If rehired, prior service is not included in the one-year continuous service requirement.

Full-time employees hired on or after July 1, 2003, must complete one year of continuous full-time service immediately prior to application, at Baylor University (as of the twelfth day of class of the semester), for their spouses and/or children to be eligible to apply for tuition remission. The eligible spouse and/or children will be provided a tuition discount to the net tuition cost based upon the following schedule of years of continuous full-time service by the faculty/staff member. If rehired, prior service is not included in the one-year continuous service requirement.

<u>Spouse</u>		<u>Children</u>	
Years of Full-time continuous service	*Discount applied to net tuition	Years of Full-time continuous service	*Discount applied to net tuition
One	50%	One	20%
Two	75%	Two	40%
Three	100%	Three	60%
		Four	80%
		Five	100%

* Net tuition calculation applies to less than 100%. See Applicable Tuition Remission section for more details.

All eligible spouses and children of full-time employees (hired on or after July 1, 2003) that apply for tuition remission may be required to complete the Free Application for Federal Student Aid (FAFSA) form to determine eligibility for federal, state or institutional aid.

Eligible child —

An eligible child means:

- the natural child of the employee
- a legally adopted child (including the period of probation)
- a step child
- a child for whom the employee is the legal guardian

For children of employees hired on or after July 1, 2003, the eligible child must be under the age of 27 as of the twelfth day of class of the semester.

Programs of study —

Tuition remission provided herein will extend to courses toward the following:

- Undergraduate degree
- Post-Baccalaureate credit hours
- Master's degree (doctoral and online programs are not covered under this benefit)
- Juris Doctorate degree (***only children are eligible for Law School tuition remission, and limited to 6 quarters of Law School course work regardless of the number of hours taken in each quarter***)
- Special certification programs
- *EMBA program (while the program is offered at a flat fee, there will be some out of pocket expenses.)*

Tuition remission benefit —

For children of active faculty and staff hired prior to July 1, 2003

- One undergraduate degree or special certification program, PLUS
- Post-Baccalaureate (up to 36 hours of credit hours) OR
- Graduate credit hours not to exceed two normal years of academic work as appropriate to the degree/certification program OR
- Law School (up to 6 quarters)

For spouses of active faculty and staff hired prior to July 1, 2003

- One undergraduate degree or special certification program, PLUS
- Post-Baccalaureate (up to 36 hours of credit hours) OR
- Graduate credit hours not to exceed two normal years of academic work as appropriate to the degree/certification program

For children of active faculty and staff hired on or after July 1, 2003

- One undergraduate degree or special certification program OR
- Post-Baccalaureate (up to 36 hours of credit hours) OR
- graduate credit hours not to exceed 2 normal years of academic work as appropriate to the degree/certification program OR
- Law School (up to 6 quarters)

For spouses of active faculty and staff hired on or after July 1, 2003

- One undergraduate degree or special certification program OR
- Post-Baccalaureate (up to 36 hours of credit hours) OR
- graduate credit hours not to exceed 2 normal years of academic work as appropriate to the degree/certification program

The courses taken must be regularly scheduled courses and does apply to Credit by Examination courses and/or Independent Study courses for credit.

The eligible spouse or child may take a full course load in each academic session for courses leading to a degree or certification program. A spouse or child is limited to one course each academic session that does not lead to a degree or certification.

General requirements —

Spouses and children applying for tuition remission 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 which is administered in accordance with the Student Disciplinary Policy (refer to [Student Conduct Code](#))

Taxability —

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

Note: The Executive Masters in Business Administration program will result in higher amounts of taxable income. Please consult with HR regarding what to expect.

Tuition Exchange –

Baylor University is among the 600 members of The Tuition Exchange, Inc. (TE), a national organization that administers a reciprocal educational scholarship program. When a spouse and/or child is eligible for 100% tuition discount, he/she may apply for tuition exchange by completing the [electronic tuition remission application](#).

There is no guarantee that a student will be awarded a tuition exchange scholarship. Each participating institution determines the number of scholarships to be awarded each year and the applicable rules that govern their individual exchange program. For more information about the program, contact Student Financial Aid or go to: <http://www.tuitionexchange.org/>.

Procedure —

An employee applying for tuition remission for a spouse and/or child shall complete the [electronic tuition remission application](#). A new application must be submitted for each academic year.

**Special Provisions —
Leave**

The spouse and children of an employee on official leave from the university may obtain a tuition remission.

Separation from Service —

Separation due to employee's total permanent disability, official retirement (see BU-PP 600), or death:

- Tuition remission will continue for spouses and/or children already receiving benefits to complete the academic degree/certification program.
- If the spouse and/or children are not receiving tuition remission benefits at the time of separation, the employee is granted one year of tuition remission for each year of service to be used by the spouse and/or children. This benefit is subject to the tuition remission limits of this policy and will not exceed the total years earned by the employee.

In the case of separation of employment for any reason *other than* total permanent disability, official retirement, or death, all tuition remission benefits of eligible spouses and children will cease at the end of the current semester.