

## **Tuition Remission Policy**

(Please read carefully)

### **Policy**

The University of Detroit Mercy has established a Tuition Remission Benefit program for eligible employees, their spouses and children.

Under this program, regular full-time and modified full-time employees who meet all the academic and admission requirements of the University receive tuition and fee remission (exclusive of graduation & late fees) as defined. In order to receive tuition remission in the School of Law, the employee must be accepted into that School and there must be space available.

The tuition remission benefit for spouses and children of benefit eligible employees covers tuition only. Spouses and children must also meet all the University's academic and admission requirements. School of Law tuition remission benefit is not available to spouses and children. When considering spouse and children remission, the University reserves the right to ask for additional supporting documentation to support relationship or dependency.

Should an employee terminate employment with the University during a term in which tuition remission benefits is being received the employee will be responsible for repayment of any tuition reduction received beyond termination date. Tuition benefits will be prorated according to the number of weeks in the academic term for which tuition remission benefits are in effect.

### **Regulations and Definitions**

#### **Eligible Employee:**

- A newly hired full-time and modified full-time employee is eligible for tuition remission benefits beginning the first full academic term following the date of hire.

#### **Spouse:**

- Must be the legal wife or husband of an eligible employee.

#### **Eligible Child:**

- Must be an unmarried son, daughter, or stepchild; under 26 years of age at the start of their first term of a degree program/certificate.

*(Eligible children who begin taking courses leading to a degree while under 26 years of age may continue to receive the tuition remission after age 26, as long as they maintain consecutive enrollment until they obtain the current degree. They must also remain unmarried).*

The University reserves the right to require documentation of dependent eligibility.

## Regulations

- All employees, spouses and children receiving UNDERGRADUATE Tuition Remission must complete a Free Application for Federal Student Aid (FAFSA) each academic year. The FAFSA can be completed at [www.FAFSA.gov](http://www.FAFSA.gov). The application must be completed before any Tuition Remission benefits are paid to the student's account.
  - Exceptions must be approved by the Director of Financial Aid.  
(*GRADUATE Students only need to complete a FAFSA if they want to receive Federal Loan Funds*).
- Tuition Remission benefit is granted in conjunction with other financial aid. Any Federal or State Grant or Scholarship funds will be applied to tuition costs before the Tuition Remission benefit is calculated. The benefit is intended to cover the portion of tuition not funded by such aid.
- Tuition Remission may be applied toward one degree or certificate at each level (UG, GR, PR). Employees could be considered for a second degree/certificate at a specific level if it pertains to their job and have both Director and Vice President Approval.
- All individuals using tuition remission benefits, will be required to meet Federal Standards of Academic Progress (SAP). For more information on SAP, please visit: <https://www.udmercy.edu/admission/financial-aid/policies/sap.php>. In the case an employee, spouse or child is not meeting SAP, an appeal will need to take place with financial aid in order to be considered for Tuition Remission.
- Undergraduate students required to file a FAFSA may be selected for Verification. This process MUST be completed if the FAFSA indicates the student may qualify for Federal or State Grants. Verification will require documentation of income and household size; (contact Financial Aid office for more information). If Verification is not completed for these students, the tuition remission benefit will be applied for the tuition amount after estimated grants and scholarships are deducted and may create a balance owed to Detroit Mercy.
- The Tuition Remission benefit may not be combined with any other Detroit Mercy Scholarship, Grant or tuition discount program such as School Educator's Scholarship, Vendor or Religious Discounts, etc. Please contact the Financial Aid Office with questions.
- To qualify for Tuition Remission benefits, employees must complete and submit before the semester begins an "[application for tuition waiver](#)" form for each semester requested. Submit the form to the Human Resources department for verification of eligibility. Download the [Tuition Waiver Form](#) or obtain a form from the HR department.
- In accordance with the Administrative Withdrawal Policy, Tuition Remission forms MUST be submitted by the end of the final day of registration. (Please see the Schedule of Classes-Important Dates for the exact dates each year). For the summer terms, remission forms are due by the first day class begins. Students registering after the start of the term will have one week from the date of registration to submit their form; (late registration fee may apply).

- Employees are discouraged from taking coursework during work hours and would need Vice President approval for consideration.

### **Maximum Allowable Credit Hours Per Term**

All eligible full-time or modified full-time employees are allowed to take courses up to 9 credit hours, for an undergraduate program/certificate and 6 credit hours for graduate courses leading to a Master's degree/graduate certificate in any college or school of the University except the School of Dentistry and doctoral programs. School of Law courses are on a space available basis. A request for course credit hours beyond 9 undergraduate credits or 6 graduate credits requires immediate supervisor approval and signature.

Rarely is there a need for someone to take a degree-related class during the work day. If required, whether it's part of the unpaid half-hour lunch period or occurs another time during the workday employee must obtain immediate supervisor approval as well as the next level supervisor approval and must be limited to one class. The supervisor may or may not approve based on the needs of the department.

### **Benefit Limitations**

- Eligible full-time employees may receive 100% tuition remission benefit for undergraduate programs/certificates and graduate programs leading to a Master's degree or graduate certificate; including applicable fees.
- Eligible modified full-time employees may receive 80% tuition remission benefit for undergraduate programs/certificates and graduate programs/certificates leading to a Master's degree; including applicable fees.
- Eligible spouses and children may be full or part-time students and receive 100% tuition remission benefits for undergraduate programs/certificates and 75% tuition remission benefits for graduate programs/certificates as defined. Spouses and children are not eligible to receive tuition remission benefits for fees, tuition and fees for non-credit courses, room and board, textbooks and supplies, meals; etc.
- Eligible qualified retired employees, their spouse and children may receive 100% tuition remission benefits for undergraduate courses leading to a degree. (See University's retirement policy)
- Eligible employees that serve continuously for five years preceding a permanent disability may receive 100% tuition remission benefit for undergraduate courses leading to a degree, including applicable fees. The tuition remission benefit may also be extended to the employee's legal spouse and dependents; fees not applicable.
- Eligible qualified retirees may receive free course audit acceptance, subject to space availability.

### **Taxation**

Eligible employees, taking graduate level coursework will be subject to tax less any aid and less the \$5,250 educational assistance each calendar year per IRS regulations. Employee

spouse and/or children taking graduate level coursework will be subject to tax on the value of the tuition benefit received; they do not qualify to any tax free remission.

Tuition remission benefit for undergraduate course work is not subject to taxation.

All taxation will be in accordance with federal and state law.

## **Additional Benefits**

### **Faculty Children Exchange Program (FACHEX)**

The University participates in a Faculty Children Exchange Program (FACHEX) with Jesuit Colleges and Universities. FACHEX is an undergraduate tuition remission program for children of full-time faculty, administrators, and staff. Through the FACHEX program, employees who have a tuition waiver benefit for their children at their home institution can apply to receive the same benefit at participating Jesuit colleges and universities, should there be space available. The FACHEX benefit is not automatic or guaranteed. FACHEX awards are determined solely by the receiving institution(s). Some institutions grant only a limited number of FACHEX awards; students should consider applying to more than one school. University of Detroit Mercy only certifies eligibility and communicates the eligibility to the receiving institution(s). For more information, contact the University's designated FACHEX representative.

### **Consortium**

The University participates in a program where students and programs are exchanged with the other members of the Detroit Area Catholic Higher Education Consortium, which include Madonna University, Marygrove College and Sacred Heart Seminary. Under the program, full-time and part-time undergraduate students in good standing and enrolled in any member institution may take undergraduate courses at other consortium schools at their home institution tuition rates.

#### ***Eligibility***

To be eligible, a full-time student must be enrolled at the home school and enroll for a combined total of 12 or more credit hours at both schools and must pay at least the minimum full-time tuition of the home institution. A part-time student must register for a minimum of six credit hours, at least three of which must be at the home institution.

#### ***Registration Procedure***

Approval for enrolling in courses at another consortium institution must first be obtained from Detroit Mercy's college office. The authorization form is prepared by the student and signed by the college office. The academic dean has the authority to limit the total number of courses a student may take at other consortium

institutions, both overall and during a specific term or semester. Summer courses are available.

### ***Limitations***

- A maximum of 12 credit hours of courses from other consortium institutions may be taken during a student's entire undergraduate program/certificate (except for declared Theatre and Architecture majors).
- All individuals using FACHEX benefits, will be required to meet Federal Standards of Academic Progress (SAP). For more information on SAP, please visit: <https://www.udmercy.edu/admission/financial-aid/policies/sap.php>. In the case an employee, spouse or child is not meeting SAP, an appeal will need to take place with financial aid in order to be considered for Tuition Remission.
- Normally, authorization will not be given to take a course at another consortium institution if an identical or clearly comparable course will be concurrently offered at Detroit Mercy.
- Graduate level courses are not included in this program. Post-degree students may participate provided that they enroll in undergraduate courses.
- No consortium credits are allowed during the last 30 hours of any student's program (except for declared Theatre and Architecture majors).

*(Any employee interested in this program, should contact your academic advisor. Employees should verify eligibility with Detroit Mercy's Registrar's Office before attempting to register for courses at a Consortium school. An employee that signs up for courses at a Consortium school without first confirming and having eligibility established with the Detroit Mercy Registrar's Office may be liable for any tuition costs incurred at the Consortium school).*

**NOTE:** Submission of "Application for Tuition Waiver" certifies that the information contained is complete and accurate. Falsification of any portion of the application will result in rejection of the application and may result in forfeiture of the tuition remission benefit and may subject the employee to disciplinary action, up to and including discharge from employment, and repayment of benefits falsely received.

For more information, please contact the Human Resources department.