

**SAINT MARY'S UNIVERSITY OF MINNESOTA  
GRADUATE TUITION REMISSION BENEFIT POLICY**

**I. General Policies**

A. The employee receiving tuition remission benefits will sign an agreement acknowledging the receipt of, understanding of, and willingness to comply with this policy. Failure to sign the agreement will result in the loss of tuition remission benefits for the year.

B. The employee must apply and be admitted to the University and the graduate program for which the employee seeks tuition remission. The employee must pay any usual and customary application fee.

C. If the employee to whom the tuition remission benefit is provided terminates employment or is discharged during the term, the tuition remission benefit will continue through the end of the term in which the employment was ended. However, the tuition remission benefit will be limited to those classes in session when the employment ended.

D. Tuition remission benefits apply to those graduate courses offered by the Winona campus and those graduate courses offered by and on the Twin Cities campus of the University specifically approved by the President's Cabinet. On an annual basis, the President's Cabinet will review all university graduate programs and determine which programs are eligible for tuition remission. By February 2<sup>nd</sup> of each year, the President's Cabinet will publish a list of those graduate programs eligible for tuition remission. Said list will be available in the Business Office and the Financial Aid Office.

E. Tuition remission benefits are limited to those graduate courses that have the capacity for additional students after tuition-paying students have completed registration, as determined by the University.

F. An employee is eligible for tuition remission benefits for graduate courses taught on the Winona campus or the Twin Cities campus only. An employee may receive tuition remission benefits for graduate courses taught at off-site locations only with the approval of the employee's vice president.

G. An employee may receive tuition remission benefits for no more than six graduate credits per semester.

H. Tuition remission benefits will not be awarded for a course that is repeated for the purpose of improving a previously received grade.

**II. Employees Eligible**

A. Full-time employees are eligible for tuition remission benefits as outlined above. Full-time employees are those individuals classified as full-time by the University.

B. Part-time employees are ineligible for tuition remissions for graduate courses offered by the Winona campus and graduate courses offered by and on the Twin Cities campus of the

## University

C. For eligible master's level courses, tuition remission benefits are limited to full tuition. The employee must pay any fees or expenses associated with a course or program. For the Master of Arts: Human Development, the employee must pay to the University the direct expenses for the program as calculated by the University. The University's direct expenses for each off-campus program will be determined by the University's Business Office on an annual basis. Governmental financial aid and institutional financial aid may not be applied to the University's direct expenses for the Master of Arts: Human Development. Other outside scholarship monies may be applied to the direct expenses that the employee must pay.

D. For doctoral level courses, educational specialist courses, and eligible MBA courses, tuition remission benefits are limited to one-half full tuition. The employee must pay any fees or expenses associated with a course or program. As a condition of receiving tuition remission for doctoral level courses, educational specialist courses, and eligible MBA courses, the employee agrees to remain an employee of the University for two complete academic years after the completion of any doctoral, educational specialist, or MBA degree for which the University has provided tuition remission (hereinafter referred to as "reimbursement commitment"). In the event the employee chooses to leave the University's employ prior to the end of the two-year reimbursement commitment, employee will immediately pay to the University, on a pro rata basis, any tuition remission provided by the University for the employee's doctoral level, educational specialist, or MBA course work. If the employee chooses to leave the University's employ prior to completion of the degree, the employee will immediately pay to the University, on a pro rata basis, any tuition remission provided by the University for the employee's doctoral level, educational specialist, or MBA course work during the immediately preceding two year period.

E. A full-time employee may enroll in courses scheduled for work hours subject to the following conditions:

1. The courses in which the employee desires to enroll cannot interfere with the operations of the university or the performance of the employee's job.
2. The employee must make up any work hours lost due to the employee's enrollment in the course.
3. The employee's vice president must approve his or her enrollment in the courses.

F. Tuition remission benefits for full-time employees are subject to the requirements and limitations set out in Section I, above.

**Note: Tuition remission benefits for graduate and doctoral courses and programs may constitute taxable income to the employee. The University will issue 1099s to the employee each year listing as income the amount of any tuition remission benefit received pursuant to this policy. The employee may then have the obligation to pay state and federal income taxes on the amount of the tuition remission benefit received.**

***The University reserves the right to make exceptions to this policy if said***

*exceptions serve the needs of the University as determined by the President of the University.*

**Graduate Programs Eligible for Tuition Remission  
Pursuant to Graduate Tuition Remission Benefit Policy**

- Master of Arts: Arts Administration
- Master of Arts: Counseling and Psychological Services
- Master of Arts: Education
- Master of Arts: Educational Administration
- Master of Arts: Health and Human Services Administration
- Master of Arts: Human Development\*
- Master of Arts: Human Resource Management
- Master of Arts: International Business
- Master of Arts: Management
- Master of Arts: Marriage and Family Therapy
- Master of Arts: Philanthropy and Development\*\*
- Master of Arts: Public Safety Administration
- Master of Arts: Telecommunications
- Master of Education: Teaching and Learning
- Master of Science: Project Management
- Master of Business Administration(excluding the Executive Trak)
- Educational Specialist: Educational Administration
- Educational Specialist: Curriculum, Assessment and Instruction
- Doctor of Education: Educational Leadership

\*Please see Section II.C.

\*\*While tuition remission benefits are available for the Philanthropy and Development program, enrollment of employees with tuition remission in that program is limited to one employee per cohort.

Effective June 1, 2001  
Revised March 6, 2003  
Revised December 12, 2003  
Revised December 10, 2004  
Revised March 14, 2005