

SAINT MARY'S UNIVERSITY OF MINNESOTA
UNDERGRADUATE TUITION REMISSION BENEFIT POLICY
(September 2006)

I. Full-time Employees

A. Active full-time employees are eligible for tuition remission benefits for undergraduate courses taught on the Winona campus and undergraduate courses offered by and on the Twin Cities campus in those Bachelor of Science degree completion programs approved by the President's Cabinet. On an annual basis, the President's Cabinet will review all university undergraduate programs and determine which programs are eligible for tuition remission. By February 2nd of each year, the President's Cabinet will publish a list of those undergraduate programs eligible for tuition remission. Tuition remission benefits are limited to those undergraduate courses that have the capacity for additional students after tuition-paying students have completed registration, as determined by the university. Tuition remission benefits for undergraduate courses are contingent upon the student's admission to the university and, in the case of undergraduate courses offered by the Twin Cities, upon the student's admission to the program in question. Full-time employees are those individuals classified as full-time by the university.

B. An employee may receive tuition remission benefits for no more than six credits per semester for undergraduate courses offered by and on the Twin Cities campus in its Bachelor of Science degree completion programs

C. 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.

D. Tuition remission benefits are limited to full tuition remission (less applicable governmental financial aid) for undergraduate courses at the university as specified in Paragraph A above. Tuition remission benefits are not available for room and board expenses or any fees. The full-time employee is responsible for the payment of any applicable room and board expenses or fees.

E. Tuition remission benefits will be limited to 136 credit hours or ten full-time terms, whichever limit is met first. "Credit hours" include all those credit hours for which an employee registers, including those from which the employee subsequently withdraws. It does not include, however, those credit hours for which an employee registers and receives a failing grade. A "full-time term" is one in which a employee registers for and completes at least twelve credits. The university will charge an employee, at the then prevailing per credit fee for undergraduate courses, for all credit hours for which the employee registers and receives a

failing grade. The employee must pay the charges imposed by the university pursuant to the above to remain eligible for tuition remission.

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

G. Tuition remission benefits will not be awarded unless the employee applies for governmental financial aid consistent with the directives of the university's Financial Aid Office. If an employee fails or refuses to apply for governmental financial aid in a timely fashion, as determined by the university's Financial Aid Office, the employee will not receive tuition remission benefits for the year. The employee will then be responsible for the full amount of undergraduate tuition.

H. 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.

II. Part-time Employees

A. Part-time employees are eligible for tuition remission benefits for undergraduate courses taught on the Winona campus and undergraduate courses offered by and on the Twin Cities campus in those Bachelor of Science degree completion programs approved by the President's Cabinet. On an annual basis, the President's Cabinet will review all university undergraduate programs and determine which programs are eligible for tuition remission. By February 2nd of each year, the President's Cabinet will publish a list of those undergraduate programs eligible for tuition remission. Tuition remission benefits are limited to those undergraduate courses that have the capacity for additional students after tuition-paying students have completed registration, as determined by the university. Tuition remission benefits for undergraduate courses are contingent upon the student's admission to the university and, in the case of undergraduate courses offered by the Twin Cities, upon the student's admission to the program in question..

B. The amount of tuition remission benefits for part-time employees will be based on the equivalence of the part-time employee's position to a full-time position. Tuition remission benefits are not available for room and board expenses or any fees. The part-time employee is responsible for the payment of any applicable room and board expenses or fees.

C. A part-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.

D. Tuition remission benefits will be limited to 136 credit hours or ten full-time

terms, whichever limit is met first. “Credit hours” include all those credit hours for which an employee registers, including those from which the employee subsequently withdraws. It does not include, however, those credit hours for which an employee registers and receives a failing grade. A “full-time term” is one in which a employee registers for and completes at least twelve credits. The university will charge an employee, at the then prevailing per credit fee for undergraduate courses, for all credit hours for which the employee registers and receives a failing grade. The employee must pay the charges imposed by the university pursuant to the above to remain eligible for tuition remission.

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

F. Tuition remission benefits will not be awarded unless the employee applies for governmental financial aid consistent with the directives of the university’s Financial Aid Office. If an employee fails or refuses to apply for governmental financial aid in a timely fashion, as determined by the university’s Financial Aid Office, the employee will not receive tuition remission benefits for the year. The employee will then be responsible for the full amount of undergraduate tuition.

G. 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.

H. Tuition remission benefits for part-time employees are subject to the requirements and limitations set out in Section VII, below.

III. Family Members of Employees

A. Full-time employees may sponsor family members for full tuition remission (less any applicable governmental financial aid) for undergraduate courses at the university. Full-time employees are those individuals classified as full-time by the university.

B. Part-time employees may sponsor family members for tuition remission (less any applicable governmental financial aid) on a pro rated basis for undergraduate courses at the university. The amount of tuition remission benefits for the family members of part-time employees will be based on the equivalence of the part-time employee’s position to a full-time position. Part-time employees for purposes of this section are those employees employed 75% time or greater as determined by the university.

C. “Family members” include an employee’s spouse. “Family members” also include the natural children or legally adopted children of the employee who are dependent children as that term is currently defined by the U.S. Department of Education for financial aid purposes.

D. Tuition remission benefits apply to undergraduate courses sponsored by the Winona campus and off-campus undergraduate programs affiliated with or sponsored by the

Winona campus of the university. The spouses of full-time employees are also eligible for tuition remission benefits for undergraduate courses offered by and on the Twin Cities campus in those Bachelor of Science degree completion programs approved by the President's Cabinet. On an annual basis, the President's Cabinet will review all undergraduate programs and determine which programs are eligible for tuition remission. By February 2nd of each year, the President's Cabinet will publish a list of those undergraduate programs eligible for tuition remission. Said list will be available in the Business Office and the Financial Aid Office. Tuition remission benefits for undergraduate courses offered by and on the Twin Cities campus in the approved Bachelor of Science degree completion programs are limited to those undergraduate courses that have the capacity for additional students after tuition-paying students have completed registration, as determined by the university. Tuition remission benefits for undergraduate courses are contingent upon the student's admission to the university and, in the case of undergraduate courses offered by the Twin Cities, upon the student's admission to the program in question.

E. Tuition remission benefits are limited to tuition (less applicable governmental financial aid) for undergraduate courses at the university as specified in Paragraph C above. Tuition remission benefits are not available for room and board expenses or any fees. The employee is responsible for the payment of any applicable room and board expenses or fees.

Please note: Governmental financial aid for the family members of part-time employees will be applied on a pro rata basis to reduce the student's tuition remission benefits. For example, if the employee is employed on an 80% basis, then 80% of the governmental financial aid for the family member would be applied to reduce the student's tuition remission benefits.

F. Tuition remission benefits will be limited to 136 credit hours or ten full-time terms, whichever limit is met first. "Credit hours" include all those credit hours for which a student registers, including those from which the student subsequently withdraws. It does not include, however, those credit hours for which a student registers and receives a failing grade. A "full-time term" is one in which a student registers for and completes at least twelve credits. The university will charge a student, at the then prevailing per credit fee for undergraduate courses, for all credit hours for which the student registers and receives a failing grade. The student must pay the charges imposed by the university pursuant to the above to remain eligible for tuition remission.

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

H. Tuition remission benefits will not be awarded unless the student and/or the student's parents apply for governmental financial aid consistent with the directives of the university's Financial Aid Office. If the student or the student's parents fail or refuse to apply for governmental financial aid in a timely fashion, as determined by the university's Financial Aid Office, the student will not receive tuition remission benefits for the year. The student will then be responsible for the full amount of undergraduate tuition.

I. The student receiving tuition remission benefits and that student's parents, if applicable, 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.

IV. Retirement Benefit

A. Upon the retirement of an employee with seven (7) years of continuous full-time employment at the university, the employee's dependent children who are already enrolled at the university will remain eligible for tuition remission benefits to continue and complete their undergraduate education at the Winona campus of the university.

B. Upon the retirement of an employee with fifteen (15) years of continuous full-time employment at the university, the employee, the employee's spouse, and the employee's dependent children, whether enrolled at the university or not, will be eligible for tuition remission benefits for their undergraduate education at the Winona campus of the university.

C. An employee is considered "retired" when (1) the employee is no longer working full-time at the university and (2) the employee is eligible for Social Security retirement benefits or Christian Brothers retirement benefits.

D. Tuition remission benefits based on the retirement of an employee are subject to the requirements and limitations set out in Section I, above, as applicable, Section III, above, as applicable, and Section VII, below.

V. Permanent Disability

A. If an employee with seven (7) years of continuous full-time employment at the university becomes permanently disabled, the employee's dependent children who are already enrolled at the university will remain eligible for tuition remission benefits to continue and complete their undergraduate education at the Winona campus of the university.

B. If an employee with fifteen (15) years of continuous full-time employment at the university becomes permanently disabled, the employee, the employee's spouse, and the employee's dependent children, whether enrolled at the university or not, will be eligible for tuition remission benefits for their undergraduate education at the Winona campus of the university.

C. Tuition remission benefits for permanently disabled employees are subject to the requirements and limitations set out in Section I, above, as applicable, Section III, above, as applicable, and Section VII, below.

VI. Death Benefits

A. The dependent children of a deceased full-time employee will be eligible for tuition remission benefits for their undergraduate education at the Winona campus of the university until the children cease to be dependents of the surviving spouse.

B. The spouse of a deceased full-time employee will be eligible for tuition remission benefits for his or her undergraduate education at the Winona campus of the university until the surviving spouse remarries.

C. Tuition remission benefits based on the death of a full-time employee are subject to the requirements and limitations set out in Section III, above, and Section VII, below.

VII. Financial Aid

A. All students who are taking three or more credits per semester, who have not previously received an undergraduate degree, and who receive tuition remissions benefits must apply for financial aid from the university and governmental agencies. Failure to apply for financial aid in a timely fashion, as determined by the university's Financial Aid Office, will result in the loss of all tuition remission benefits consistent with Section I.E.

B. Tuition remission benefits will be adjusted for recipients of governmental financial aid according to university policy and governmental regulations.

C. Governmental financial aid will be applied to reduce a student's tuition remission benefits. Institutional scholarship monies will be applied to reduce a student's tuition remission benefits. Other scholarship monies may be applied as the student determines.

VIII. Catholic College Cooperative

A. Dependent children of full-time employees are eligible to participate in the Catholic College Cooperative Tuition Exchange (hereinafter "CCCTE"), according to and/or subject to the limitations of the Exchange Colleges.

B. Tuition remission benefits will not be awarded to CCCTE students attending the university unless the student and/or the student's parents apply for governmental financial aid consistent with the directives of the university's Financial Aid Office. If a student or a student's parents fail or refuse to apply for governmental financial aid in a timely fashion, as determined by the university's Financial Aid Office, the student will not receive tuition remission benefits for the year. The student and/or the student's parents will then be responsible for the full amount of undergraduate tuition.

C. The limitations and requirements of Section III, above, and Section VII, above, apply to CCCTE students.

D. CCCTE students are eligible for tuition remission benefits for undergraduate courses taught on the Winona campus and approved by the President's Cabinet. CCCTE students are not eligible to receive tuition remission benefits for any undergraduate courses offered by and on the Twin Cities campus in Bachelor of Science degree completion programs.

Students are encouraged to apply as early as possible in the academic year for CCCTE benefits and for admission to a CCCTE member institution.

IX. Niece/Nephew Scholarship

A. A scholarship program is available to the nephews/nieces of active full-time childless employees. The scholarship is available to the nieces/nephews of active full-time childless employees until the 24th birthday of the niece/nephew for undergraduate courses sponsored by the Winona campus and off-campus undergraduate programs affiliated with or sponsored by the Winona campus of the university. No scholarship is available to any niece/nephew of an active full-time childless employee once the niece/nephew has attained the age of 24 years.

B. The scholarship is limited to one niece/nephew for each active religious or childless lay employee.

C. Tuition remission benefits will be limited to 136 credit hours or ten full-time terms, whichever limit is met first. "Credit hours" include all those credit hours for which a student registers, including those from which the student subsequently withdraws. It does not include, however, those credit hours for which a student registers and receives a failing grade. A "full-time term" is one in which a student registers for and completes at least twelve credits. The university will charge a student, at the then prevailing per credit fee for undergraduate courses, for all credit hours for which the student registers and receives a failing grade. The student must pay the charges imposed by the university pursuant to the above to remain eligible for tuition remission.

D. If a childless employee sponsors a niece/nephew for this scholarship, the number of any future dependents of the sponsoring employee who would otherwise be eligible for tuition remission benefits at the university will be reduced by one. Neither the employee's spouse nor any of the employee's dependent children will be eligible for tuition remission benefits until the employee's spouse or one of the employee's dependent children have completed and paid for 136 credit hours at the university.

E. The scholarship program is subject to the requirements and limitations set out in Section III, above, and Section VII, above, with the exception that the student receiving tuition remission benefits and that student's sponsor must sign the agreement acknowledging the receipt of, understanding of, and willingness to comply with this policy.

X. Off-Campus Programs

A. Tuition remission benefits are available for the dependent children of full-time employees, part-time employees, the recipients of niece/nephew scholarships or students in the CCCTE to participate in off-campus programs sponsored by or affiliated with the university.

B. Any student who participates in an off-campus program with direct expenses to the university must pay to the university those direct expenses. The university's direct expenses for each off-campus program will be determined by the university's Business Office on an annual basis.

C. Governmental financial aid and institutional financial aid may not be applied to the university's direct expenses for off-campus programs. Other outside scholarship monies may be applied to the direct expenses that the student must pay.

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.

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

- All undergraduate programs offered by and on the Winona campus
- All B.S. completion programs offered by the School of Graduate and Special Programs