

308- TUITION REMISSION AND TUITION EXCHANGE

Effective September 1, 2006, Rev. 2-1-09, Rev. 3-22-10, Rev. 3-1-14, Rev. 6-1-15, Rev. 10-1-16, Rev. 6-1-17, Rev. 1-1-18, Rev. 10-4-22

The university provides non-taxable tuition benefits (as defined in Section 117 of the Internal Revenue Service Code) as follows:

Regular Full-time Employees:

After one year of continuous regular employment, full-time employees become eligible for 100% undergraduate and graduate tuition remission with restrictions as noted in this Section 308.

Eligible Dependents of Regular Full-time Employees:

After one year of continuous regular employment, the spouses and eligible dependents of full-time employees also become eligible for undergraduate, but not graduate, tuition remission on the following schedule, and with the restrictions noted in this Section 308:

- After one year of service – 50% remission
- After two years of service – 75% remission
- After three years of service – 100% remission

An eligible dependent is defined in Section 152 of the Internal Revenue Service Code as a child who is a blood descendant of the first degree, one who is legally adopted, or one who is a stepchild primarily dependent on the eligible parent for financial support, and at the end of a calendar year is under age 19 or is a full-time student under age 24.

Employee and dependent tuition remission benefits are also available to the following regular full-time staff:

- One who dies while employed as a full-time regular employee after being employed full-time for at least two years.
- One who has become fully and permanently disabled as defined by Social Security for benefit eligibility after having served as a regular full-time employee for at least two years.
- One who is released because of financial exigency of Drury University after being employed as a regular full-time employee for at least 10 years.
- One who retires after having 10 years of service and 55 years of age or when the sum of service and age totals 76.

Regular Part-time Employees:

After one year of continuous regular employment, part-time employees become eligible for undergraduate and graduate tuition remission, with restrictions as noted

in this Section 308, and pro-rated on the basis of their regular hours of work as noted below:

- 20-29 hours per week = Up to 6 hours of tuition remission
- 30-39 hours per week = Up to 9 hours of tuition remission

Eligible Dependents of Regular Part-time Employees:

After one year of continuous regular employment, the spouses and eligible dependents of part-time employees also become eligible for undergraduate, but not graduate, tuition remission with the restrictions noted in this Section 308, and pro-rated on the basis of their regular hours of work and the following schedule:

- After one year of service – 50% remission of either 6 or 9 hours, based on the above pro-rata schedule
- After two years of service – 75% remission of either 6 or 9 hours, based on the above pro-rata schedule
- After three years of service – 100% remission for either 6 or 9 hours, based on the above pro-rata schedule

Graduate Assistants:

Graduate students who are formally admitted to a graduate program, approved by the Graduate Council, and appointed to a Graduate Assistant position are eligible for 100% graduate tuition remission for up to 6 hours per semester/summer immediately upon employment.

Adjunct Faculty: Refer to the [Adjunct Faculty Handbook](#).

Tuition Remission Forms

A tuition grant application must be completed for each semester or term in which benefits will be used. Fully completed and signed tuition remission forms must be submitted to the Human Resources office no later than the fourteenth (14th) day of the appropriate semester or term in which the course(s) will be taken. A late fee of 10% of the tuition charges will be applied by the Business Office to the student's account if the tuition remission form for that term is not received by the Human Resources office by the due date. Employees may apply for a one-time only waiver of late fees in the Human Resources office. For the waiver to be approved the employee must not have been approved for a previous late fee waiver, and must acknowledge on the waiver form their receipt of the tuition remission policy and tuition remission form due dates.

Please [apply using this form](#).

Academic Requirements:

Recipients of tuition remission must meet federal Satisfactory Academic Progress (SAP) requirements to receive the benefit. Students who do not meet SAP

requirements will have the opportunity to appeal, and if approved, will be eligible to continue receiving the benefit for the subsequent term. The decision of the Financial Aid Appeal Committee is final.

Restrictions and Administrative Requirements:

NOTE: Campus Housing policies and campus residency requirements will apply to dependent children utilizing tuition remission as full-time day school students. Refer to [Student Housing Policy](#) for complete requirements.

Tuition remission benefits terminate at the end of a semester during which employment terminates regardless of the cause of terminated employment, unless employment is terminated prior to the twenty-first day of the semester or session, in which case no tuition remission will be provided.

No fees or non-tuition charges of any kind, nor any other costs related to any course or to any educational pursuits, are remitted in any circumstance. This benefit may only be applied to tuition costs. Laboratory fees, music lessons, books, tuition for non-credit courses, student teaching fees, graduation fees, health center fees, student fees, orientation fees, other special fees, and room and board fees are excluded.

Dependents are limited to one undergraduate degree. A simultaneous double major is covered, however, a student may not return after graduating to pursue another degree or take additional undergraduate courses using tuition remission.

Tuition grants for the graduate degree programs (as defined in Section 127 of the Internal Revenue Service Code) are restricted to the use of eligible employees up to the maximum per calendar year.

Tuition remission may only be applied to Drury classes, as determined by the Registrar. The travel portion of the MBA tuition, and fees associated with any off-campus programs are excluded from tuition remission. Cox Nursing programs and other integrated health programs are excluded from tuition remission benefit. Eligible employees or their dependents who elect to enroll in a professional enrichment program or related program offered in partnership with an outside provider may apply for tuition remission for the portion of the tuition retained by Drury University, up to a maximum of 30% of the tuition charges.

Recipients of tuition remission who elect to enroll in independent/directed study will receive remission benefits based on their individual eligibility, up to a maximum of 40% of the tuition charges.

Recipients of tuition remission who enroll in the MBA Boot Camp will receive remission benefits based on their individual eligibility, up to a maximum of 50% of the tuition charges.

Recipients of tuition remission benefits may repeat a course one time and receive tuition remission for that course. Students who elect to repeat a course more than once may retake the course at his or her own expense.

All tuition applicants who have not completed an undergraduate degree are required to complete and process a [Free Application for Federal Student Aid \(FAFSA\)](#) for each grant request. So that Drury can appropriately account for tuition remission in a timely fashion, the FAFSA must be filed no later than 60 days after the first day of classes in the semester for which tuition remission is requested. A FAFSA filed for a fall semester will suffice for a subsequent spring semester. The resulting Student Aid Report (SAR) must be filed with the Financial Aid Office within 30 days of its receipt.

The amount of tuition remission is applied to gross tuition less any externally-funded scholarships, and Federal or State grant aid such as Pell Grant and Access Missouri Grant, unless said scholarships are applied to room and board charges in Drury facilities. If Drury has no housing vacancies, said awards may be applied to off-campus room and board, and tuition remission is not diminished by the amount of said scholarships. Tuition remission recipients are not eligible for scholarships funded by Drury University.

The tuition grant will be reduced by any non-Drury financial aid received.

Tuition Exchange

The [National Exchange Program](#) benefits are available to staff. The Financial Aid Office will provide information on participating institutions, availability, and the application process.

<https://www.drury.edu/financial-aid/tuition-exchange/>