



TUITION BENEFIT APPLICATION

Step 1 - STUDENT/EMPLOYEE - Complete items A through D, then proceed to Step 2 through 4.

A. Employee Name: _____, _____ M.I.
Last First
Employment Status: Full-time Seasonal Athletics employee

B. Student Name: _____, _____ M.I.
Last First

STU ID #: _____

Student's relationship to employee: Spouse Dependent Child

If dependent child, they are eligible for tuition benefits through December 31 of the calendar year they turn **25**; therefore, please provide date of birth: ____/____/____ (proof of age and dependent status are required).

Tuition waiver is available to full-time employees and their eligible dependent children and to part-time coaches for undergraduate and graduate level courses, excluding law school and doctoral studies. A limited tuition waiver for part-time seasonal coaches in Athletics is available for graduate-level classes. An employee discount of 40% is available for Ed.D./Ph.D. courses. Practical Theology Ph.D. students will not be eligible for other scholarships.

C. ACADEMIC INFORMATION:

Term: ____/____ Program/Major: _____
(Ex: B.A., Organizational Leadership)

Course/No./Section	Course Title	Day(s)	Time or Online
Ex: CIS 100 01	Computer Literacy	M & W	6:00PM - 8:30PM
1.			
2.			
3.			
4.			
5.			

D. I understand that I must be approved for admission or submit a Special (Non-Degree) Student Application to St. Thomas University. I must maintain satisfactory academic progress as defined by the University and pay all applicable fees required by the University.

I further certify that the facts contained in this application are true and complete to the best of my knowledge and understand that falsified statements on this application shall be grounds for disciplinary action and revocation of the tuition benefit.

Student's Signature

Date: ____/____/____

Employee's Signature (if student is employee's dependent)

Date: ____/____/____

(Over)

Step 2 - DEPARTMENT DIRECTOR (Required For Employees Only)

I certify that these courses will not interfere with the employee’s job performance. I further certify that these courses are not scheduled to meet during the employee’s normal work hours.

_____ Date: ____/____/____
Department Director’s Signature

Step 3 - OFFICE OF HUMAN RESOURCES

I certify that this student meets the eligibility requirements for the Employee Tuition Benefit, and we have verified dependent eligibility.

Employee’s Hire Date: ____/____/____

HR Director or Payroll Manager Date: ____/____/____

STEP 4 – Student Success Center for employee dependents – Registrar’s Office for employees

I certify that the student has been registered w/**EM** (Employee), **EMD** (Employee’s Child), **EMS** (Employee’s Spouse) **or ADOM** (Archdiocese of Miami Employee Discount) status.

_____ Date: ____/____/____
Student Success Center/Registrar’s Office Representative

A completed Registration Form, available at the Student Success Center, must accompany this Application for Tuition Benefit. Once registration/course entry is completed, it is your responsibility to pay all applicable fees, if any. If there is a discrepancy with any fees charged, please inquire at the Student Success Center.

All employees and employee dependents taking undergraduate classes must complete a Free Application for Federal Student Aid (FAFSA).

This form must be submitted every semester.

Please note: Graduate Tuition is subject to taxation. If you have any questions regarding graduate tuition taxation, please contact Human Resources at (305) 628-6518.

OFFICE OF FINANCIAL AID USE ONLY

I certify that the student’s financial aid records have been reviewed and updated.

_____ Date: ____/____/____
Financial Aid Representative

Tuition Benefit – Policy Acknowledgement

Purpose

The purpose of this policy is to establish the university's policy, procedures, and guidelines from providing educational benefits to eligible university employees, their spouses, and eligible dependent children.

Policy

An employee's first priority is the successful completion of his or her job responsibilities. Accordingly, permission to participate in the educational benefit program is at his or her supervisor's discretion, subject to the operational needs of the department and must be approved by the employee's supervisor.

Employees participating in any of the educational benefits are responsible for payment of all fees including labs, service fees, graduation fees, books, and any taxes that may be required by the government. The university reserves the right to have employees (or their spouse or eligible dependent child) apply for any financial aid to which they may be entitled.

The university President reserves the right to modify this policy in whole or in part, at any time, to advance the university's mission and goals.

Definitions

Eligible Dependent child- a child who is a financial dependent of their parents, as defined by the IRS and Federal Financial Aid Program.

Procedures/Guidelines

I. Eligibility

After 1 year of continuous full-time service, employees, eligible dependent children, and spouses of full-time employees are eligible to enroll in St. Thomas University's undergraduate and masters courses, tuition-free, provided their enrollment does not interfere with performance, schedule, and/or work hours. All admissions are on a space-available basis, and the employee, spouse or eligible dependent child must meet St. Thomas University's admission requirements. Additionally, an employee must not have had an active disciplinary action in the last 12 months.

An Eligible Dependent Child may receive the tuition benefit through December 31 of the calendar year in which the dependent turns 26.

II. Provisions

Employees who utilize the educational benefit program commit to regular full-time time service at St. Thomas University for 1 year following the completion of the last undergraduate course and for 2 years following the completion of the last masters or doctoral course.

Undergraduate and Masters Programs

The educational benefit will only cover a maximum timeframe of 125% of credit hours attempted toward the degree program. Credits earned over this limit will be the financial responsibility of the employee/employee's spouse or eligible dependents.

Employees may not enroll in more than six (6) credits per term. There is no limit on the number of credits that an employee's spouse or eligible dependent child may take in a calendar year.

The university reserves the right to revoke educational benefits for any individual who exceeds two (2) unsuccessful attempts in the same course or if the GPA falls below the required minimum.

Tuition Benefit – Policy Acknowledgement

Doctoral Program

Employees may enroll in STU's doctoral program, with a 40% tuition discount, under the same conditions. Access to the doctoral program is available only to the employee, this benefit is not for dependents or spouses. Note that the 40% tuition discount in this policy does not apply to programs for which STU has partnership agreements resulting in revenue sharing. For a full list of current partnership agreements which are excluded, please contact Human Resources.

III. Satisfactory Progress

To meet the satisfactory academic progress standard, enrolled students (i.e., employees/spouse/eligible dependents) must fulfill the following conditions:

1. Have a minimum cumulative GPA of 2.0 at the undergraduate level or a minimum cumulative GPA of 3.0 for graduate courses, and
2. Complete 24 credits per year if EASE eligible, or complete 75% of courses taken as an undergraduate student; graduate students must complete 75% of the course load taken per year.

Satisfactory academic progress is measured at the end of the spring semester, and thus affects eligibility for the subsequent semester.

IV. Tax Consequences

Graduate education - According to Section 127 of the Internal Revenue Code, only the first \$5,250 of graduate level education expenses per year that are covered by the university are considered non-taxable. Those amounts in excess of the \$5,250 exclusion are taxable, will result in additional tax withholding, and will appear as additional income on the employee's W-2 form at year end. For an employee's spouse or dependent child, the full value of graduate tuition assistance benefits is taxable to the employee and will be treated accordingly.

Undergraduate education – The value of tuition assistance benefits for undergraduate education received by an employee, his/her spouse, or eligible dependent child (according to IRS definition) is not subject to taxation.

V. Separation from University

In the event that an employee voluntarily terminates their employment or is terminated before completing the one or two year commitment of service, the employee must repay any tuition in full.

If an employee does not repay any amounts due as indicated above on or before his/her last day of employment, any such amounts will be deducted from the employee's final paycheck or from any other amounts payable to the employee upon or following termination of employment. Employees will also

acknowledge on the Application for Educational Benefit form that any balance still owed to St. Thomas University after the deductions referenced above must be repaid to St. Thomas University.

Responsible Authority: *Office of Human Resources*

Signature

Date