Tuition Remission Policy for Madrid Campus Employees, their Spouses, and Children

1) Faculty and Staff

Eligible full-time Faculty and Staff of the Madrid Campus may apply for and receive a full waiver of tuition according to published guidelines for classes on the Madrid Campus, or online classes from the St. Louis Campus.

In order for a full-time member of Faculty or Staff to be eligible for the benefit, he or she must be considered a full-time Faculty or Staff member on the first day of classes for the term for which tuition remission benefits are requested.

Faculty and Staff requesting to take classes must have been admitted to one of the University’s degree programs. Tuition Remission should be processed through the Office of Finance & Operations in Madrid. Full-time Faculty and Staff will be eligible for 100% tuition remission whereas part-time staff and per-course faculty will be eligible for a tuition discount in the following manner:

- Part-time staff: \( \text{No. of work hours per week} / 40 \times 100\% \)
- Per-course faculty: \( \text{No. of credits taught} / 12 \times 100\% \)

The Faculty or Staff member is responsible for the payment of a per credit processing fee of 20€ for classes taken on the Madrid Campus ($25 on the St. Louis Campus).

Tuition remission will be approved for up to 18 hours of undergraduate and/or graduate coursework per academic year, defined as the period beginning with Summer Session II and concluding with Summer Session I of the following year. No more than 6 hours per semester or term will be approved.

Faculty and Staff will be allowed to attend classes during regular office hours provided that the normal flow of work in the employee’s department is not jeopardized and the employee makes up his or her office absence for class attendance in a manner agreed upon by the direct supervisor. Requests will be evaluated by the employee’s direct supervisor who, in turn, will present the request to the appropriate management leader.

These tuition remission benefits shall not apply for the following:

a) University non-tuition and/or course-related fees;
b) In-person Classes offered at any campus other than the Madrid Campus;
c) Coursework if the employee has already met – or will exceed by enrollment – the total tuition remission limit of 180 credit hours of undergraduate and/or graduate coursework;
d) If admission requirements are not met;
e) If satisfactory academic progress is not maintained; or,
f) For a period of one term should an employee withdraw from courses in two consecutive terms or during the majority of terms for which he or she registers in an academic year, defined as the period beginning with Summer Session II and concluding with Summer Session I of the following summer.
2) Employee Spouses and Children

The Spouse and/or Children (natural-born or adopted) of any full-time Faculty and Staff member of the Madrid Campus are eligible for benefits under the Tuition Remission Plan both on the Madrid Campus and the St. Louis Campus according to these published guidelines.

In order for a Spouse or Child to be eligible for the benefit, the Parent-Employee must meet one of the following criteria as of the first day of classes for the term for which tuition remission benefits are sought:

- he or she is a current full-time member of Faculty or Staff who has completed three years of continuous full-time service with the University immediately prior to the first day of classes for which tuition remission benefits are sought;

- he or she is a former full-time member of Faculty or Staff who was employed for more than seven consecutive years by the University and whose employment with the University was terminated by reason of his or her death or by reason of retirement upon or after the attainment of age 60.

To qualify for tuition remission, the Spouse or Child must have met the established requirements for admission to Saint Louis University and must have been admitted to one of the University’s undergraduate programs. Tuition Remission should be processed through the Office of Finance and Operations in Madrid.

If the Spouse or Child is a visiting student seeking a degree from another university, tuition remission will only apply with written approval from his/her host university, confirmation that credits taken at Saint Louis University will transfer and having been admitted as a visiting student to the Madrid Campus (all terms) or to the St. Louis Campus (only in summer).

Full-time Faculty and Staff will be eligible for 100% tuition remission whereas those of part-time staff and per-course faculty will be eligible for a tuition discount in the following manner:

- Part-time staff: No. of work hours per week / 40 x 100%
- Per-course faculty: No. of credits taught / 12 x 100%

Spouses and Children of Part-time Staff and per course Faculty are also eligible for Madrid Campus Scholarships. However, the sum of the discounts may not exceed the cost of tuition for a given semester.

The Faculty or Staff member is responsible for the payment of a per credit processing fee of 40€ for classes taken on the Madrid Campus ($50 on the St. Louis Campus). This amount will be waived in the case of part-time Staff and per course Faculty whose tuition bill, resulting after the tuition remission is applied, is greater than this amount.

These tuition remission benefits shall not apply:

a) If the Spouse or Child has already been awarded an undergraduate degree from any college or university;
b) For a Child if he or she has already reached his or her 25th birthday;
c) For a Child if the he or she is a Step-Child of the Faculty or Staff member;

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d) For undergraduate courses in excess of 18 credit hours beyond the total required for the degree as stated in the “Undergraduate Catalog”;
e) For credit hours taken at the University at the graduate level;
f) For University non-tuition and/or course-related fees;
g) For courses exceeding registration limits;
h) For classes offered at any university, college, junior (community) college or other educational institution other than Saint Louis University;
i) If admission requirements are not met;
j) If satisfactory academic progress is not maintained; or,
k) For a period of one term should the Spouse or Child withdraw from courses in two consecutive terms or during the majority of terms for which he or she registers in an academic year, defined as the period beginning with Summer Session II and concluding with Summer Session I of the following summer.

In regard to tuition remission benefits, management reserves the right to revise any or all of the stated policy at any time, including the number of grants which will be made available annually, with the understanding that changes will not become effective until the first day of the calendar year following revision.

For more information, please contact Viki Villarreal, Director of Finance & Operations, at victoria.villarreal@slu.edu or at extension 214.