Tuition Remission Policy for SLU Degree-Seeking
Madrid Campus Employees, their Spouses, and Children

1) Employees

Eligible degree-seeking Faculty and Staff of the Madrid Campus may apply for and receive a waiver of tuition according to published guidelines.

In order for Faculty or Staff to be eligible for the benefit, he or she must be considered a 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 for credit on the Madrid Campus must first meet requirements for admission of the Madrid Campus, as well as maintain satisfactory academic progress. Full-time Faculty and Staff will be eligible for 100% tuition remission whereas part-time staff and per-course faculty will be eligible for tuition remission 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%

For each credit hour taken, the Faculty or Staff member is responsible for a non-refundable 20€ processing fee, payable to the Madrid 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.

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:

- University non-tuition and/or course-related fees;
- 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;
- If admission requirements are not met;
- If satisfactory academic progress is not maintained; or,
- 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.
Full-time Madrid Campus Faculty and Staff may also obtain on-line degrees from the School of Professional Studies of our campus in St. Louis. In order to do so, the employee has to have completed both the admissions and tuition remission applications and requirements of the St. Louis Campus. All of the above conditions apply with the exception of the 20€ per credit fee which is a $25 per credit fee payable to the Saint Louis Campus.

2) Employee Spouses and Children

Degree-seeking Spouses and/or Children (natural-born or adopted) of any 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 member of Faculty or Staff who has completed three years of 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 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.

In addition, the spouse or child of the employee must:

i) Meet the admission requirements established by the campus of Saint Louis University where the student will be registered;

ii) Have been admitted to one of the University’s undergraduate programs; and

iii) Maintain satisfactory academic progress as defined by the campus being attended;

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 tuition remission in the following manner:

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<tr>
<th>Part-time staff:</th>
<th>No. of work hours per week / 40 x 100%</th>
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<tbody>
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<td>Per-course faculty:</td>
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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.

For Spouses and children of Full-time Faculty and Staff requesting to study on the St. Louis Campus, the employee must have completed the tuition remission application procedures for the St. Louis Campus. Application must be completed online in Banner Self-Service, accessed through the mySLU web portal or through the Director of Human Resources of the Madrid Campus. For each credit hour taken on the St. Louis Campus, the Full-time Faculty or Staff member is responsible for a non-refundable $50 processing fee,
payable to the St. Louis Campus. Spouses and children of part-time Staff and per course Faculty will be awarded a Madrid Campus Scholarship according to the above calculations to cover the corresponding St. Louis Campus tuition.

For each credit hour taken on the Madrid Campus, there is a non-refundable 40€ processing fee, payable to the Madrid 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. There is no fee charged for courses taken for non-credit on the Madrid Campus.

These tuition remission benefits shall not apply:

- If the Spouse or Child has already been awarded an undergraduate degree from any college or university;
- For a Child if he or she has already reached his or her 25th birthday;
- For a Child if the Child is a Step-Child of the Faculty or Staff member;
- For undergraduate courses in excess of 18 credit hours beyond the total required for the degree as stated in the “Undergraduate Catalog”; 
- For credit hours taken at the University at the graduate level;
- For St. Louis Campus courses offered as non-credit or continuing education courses;
- For University non-tuition and/or course-related fees;
- For courses exceeding registration limits;
- For classes offered at any university, college, junior (community) college or other educational institution other than Saint Louis University; and
- 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.

Dependents attending another university but wanting to attend Saint Louis University as a visiting student may receive tuition remission if:

- Their home institution is an accredited institution;
- They provide documentation stating that their home institution will accept, as academic credit, the coursework to be completed in Saint Louis University; and
- They are admitted as a visiting student to the Madrid Campus (all terms) or to the St. Louis Campus (only in the summer).

Dependents of SLU-Madrid employees may take courses on a non-credit basis. Employees requesting this benefit should contact Human Resources or their direct supervisor at least two weeks prior to the beginning of the semester or summer session. If the request is approved by the Director, the non-credit student will be not be registered for the course; thus, no charge will apply. Note that the student will not have access to online platforms (Blackboard). The student will need to request from the instructor alternative ways to access online course content via email or print.

In regard to tuition remission benefits, the University reserves the right to revise any or all of the stated policy at any time.

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