



UNIVERSITY OF THE VIRGIN ISLANDS
TUITION REMISSION FORM

DATE: \_\_\_\_\_

SEMESTER/YEAR \_\_\_\_\_

EMPLOYEE CLASSIFICATION:

REGULAR [ ] PROFESSIONAL [ ] FACULTY [ ] ADMINISTRATIVE [ ] EXECUTIVE [ ] RESEARCH FACULTY [ ]
ELIGIBLE EMPLOYEES, SPOUSE AND DEPENDENT CHILDREN MUST REGISTER ON THE LAST DATE ESTABLISHED FOR REGISTRATION
WITHOUT PENALTY

PRINT NAME OF EMPLOYEE \_\_\_\_\_ ID# \_\_\_\_\_

MAXIMUM CREDITS ALLOWED \_\_\_\_\_

NAME OF EMPLOYEE'S SPOUSE/DEPENDENT \_\_\_\_\_ ID# \_\_\_\_\_

Table with 5 columns: COURSE, COURSE #, DAYS, TIME, CREDITS. Includes a row for TOTAL CREDITS.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_
Access & Enrollment Services

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_
Benefit Director

SPECIAL PERMISSION SECTION

ONLY EMPLOYEES REGISTERING FOR CLASSES DURING WORKING HOURS SHOULD COMPLETE THIS SECTION.
UNDER TUITION REMISSION EMPLOYEES ARE ALLOWED ONE COURSE PER SEMESTER DURING REGULAR WORK HOURS.

- I am a matriculated student and the course is required for my graduation in the current academic year.
My supervisor has determined as a part of my performance evaluation that this course is necessary to improve and upgrade my job performance.
Course not offered in the evening.

WORK RELEASE APPROVAL

Department Head

Benefit Director

NOTE TO STUDENT & EMPLOYEE: BY PARTICIPATING IN THE TUITION REMISSION PROGRAM, YOU AGREE TO ABIDE BY THE PROVISIONS OF THIS POLICY. IN THE EVENT THE INFORMATION ON THIS FORM OR APPLICATION IS MISREPRESENTED, THE STUDENT AND/OR EMPLOYEE WILL BE RESPONSIBLE FOR REFUNDING THE FULL TUITION AWARDED UNDER THIS POLICY AND MISREPRESENTATION MAY BE GROUNDS FOR DISCIPLINARY ACTION UP TO AND INCLUDING SUSPENSION, EXPULSION AND/OR TERMINATION OF EMPLOYMENT.

Student Signature \_\_\_\_\_ Employee Signature: \_\_\_\_\_

## TUITION REMISSION GUIDELINES

**EMPLOYEES:** All full-time faculty and staff, *with the exception of those employees that must meet a probationary period*, are eligible to participate in the Tuition Remission Program immediately upon employment. *For employees that must meet a probationary period, eligibility begins after the end of the initial probationary period.* Tuition Remission is applicable to three (3) undergraduate courses per semester, not to exceed nine (9) credits and two (2) graduate courses per semester, not to exceed six (6) credits. Eligible employees must register on the last date established for registration without penalty. Tuition remission is not available for any courses previously failed.

**SPOUSE AND DEPENDENT CHILDREN:** Full-time employee's spouse and dependent children, *with the exception of those employees that must meet a probationary period*, are eligible to participate in the Tuition Remission Program upon hire of the eligible employee. *For employees that must meet a probationary period, eligibility for the spouse and dependent children begins after the end of the eligible employee's initial probationary period.* Tuition Remission is applicable to all undergraduate and graduate courses. Course limitation is based on academic standing. Spouse and dependent children must register on the last date established for registration without penalty. Tuition remission is not available for any courses previously failed.

**TAKING CLASSES DURING NORMAL WORK HOURS:** Employees may be granted time off from work to take a maximum of one course, per semester, during regular working hours if the course in question is not offered in the evening, and:

- a. The course is required by employee's supervisor to improve the employee's skills and/or job performance;
- b. The employee is a matriculated student, the course is required for graduation in that semester, and no acceptable alternative course is being taught in the evening.

**FEES:** Tuition Remission is excluded from any fees associated with the cost of instruction and is the responsibility of the eligible employee, spouse or dependent children to pay and is applicable but not limited to:

- a. Application Fees
- b. Registration Fees
- c. Laboratory Fees
- d. Text Books & Supplies
- e. Room & Board
- f. Other incidental Fees and Fines
- g. Fees for non-degree courses, seminars and workshops

**DEPENDENT CHILD:** \*\*Dependent children must meet the following criteria to qualify for this benefit;

- a. Be the natural or legally adopted child, or step-child of an eligible employee;
- b. Be under the age of twenty-five (25) and unmarried;
- c. Be claimed as a dependent of the eligible employee for Federal Tax purposes.

**\*\*APPROVAL OF THE TUITION REMISSION FORM WILL OCCUR FOR SPOUSES AND DEPENDENTS UPON SUBMISSION OF PROPER VERIFICATION DOCUMENTS.**

### **VERIFICATION**

\*\*\*The following documents must be submitted to the Benefits Administration office for purposes of verification of eligibility:

#### **SPOUSES:**

- a. Marriage certificate must be submitted with initial registration form.

#### **DEPENDENTS:**

- a. Birth certificate or certification of adoption must be submitted with initial registration form.
- b. Federal income tax form listing the child as a dependent must be submitted in the tax period in which tuition is waived.

\*\*\*Employees are required to report any changes in eligibility in status of spouse and dependent children to the Benefits Administration office within thirty (30) days of the change.

### **REGISTRATION/LIMITATIONS:**

- Eligible employees, spouses and dependent children must register on the last date established for registration without penalty.
- Tuition Remission will not extend to employees, spouses or dependent children for enrollment in any course(s) previously failed.
- Course of study must be completed within eight (8) years for a Bachelor's degree and five (5) years for Master's degree from the first date of enrollment in the specified degree program.

The information above is a summary of the Tuition Remission policy. The complete policy is located in the Benefits Administration and Human Resources Offices and on the UVI intranet website.