

**UNIVERSITY POLICY**

<b>Policy Name:</b>	Educational Benefits				
<b>Section #:</b>	60.2.1	<b>Section Title:</b>	Benefits Available to Rutgers Employees	<b>Formerly Book:</b>	3.2.1
<b>Approval Authority:</b>	Senior Vice President for Human Resources and Organizational Effectiveness		<b>Adopted:</b>	3/1972	<b>Reviewed:</b> 7/22/2016
<b>Responsible Executive:</b>	Senior Vice President for Human Resources and Organizational Effectiveness		<b>Revised:</b>	9/21/2001; 12/9/2004; 1/28/2005; 6/14/2005; 6/30/2006; 11/21/2007; 2/29/2008; 7/24/2008; 11/9/2009 (Updated titles); 7/1/2012; 9/9/2013 (Updated title and Section 3); 7/22/2016	
<b>Responsible Office:</b>	University Human Resources		<b>Contact:</b>	University Human Resources Benefits Office 848-932-3990	

**1. Policy Statement**

Regularly appointed faculty and staff and retired employees may qualify for tuition remission for themselves and their children under certain conditions.

**2. Reason for Policy**

Current faculty and staff and retired employees must meet eligibility requirements, and must establish their eligibility each academic term.

**3. Who Should Read this Policy**

This policy is applicable only to employees in Rutgers positions. A Rutgers position is a position which, historically, was associated with the Rutgers University before June 30, 2013. Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy UMDNJ positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.

**4. The Policy**

Regularly appointed faculty and staff may qualify for tuition remission for themselves and their children under the following conditions:

**A. Educational Benefits for Employees**

1. Eligibility Requirements. Employees must meet all of the following eligibility requirements, and must establish their eligibility each academic term:
  - a. Employee must be regularly appointed on a full-time basis as of the first day of class for the course;
  - b. Employee must comply with all administrative and academic requirements; and

- c. Employee must be admitted to the course in one of the undergraduate, graduate, or professional divisions of the university as a matriculated or non-matriculated student.

## 2. Tuition Remission Benefit

- a. For Eligible Staff: Staff members at a salary of \$101,453 or below are entitled to full tuition remission. Those at a salary above \$101,453 are entitled to 50 percent tuition remission.
- b. For Eligible Faculty: Faculty members below the rank of Associate Professor are entitled to full tuition remission. Those in the rank of Associate Professor or above are entitled to 50 percent remission.
- c. Eligible staff and faculty are also eligible for tuition remission in programs that are self-supporting after a sufficient number of tuition-paying students have enrolled to make the course cost effective. The number of places in such programs available to individuals seeking tuition remission shall be at the discretion of the dean or director of the academic unit offering the program. Continuing education, off-campus, and online courses are examples of self-supporting programs.
- d. Winter Session Exclusion: Tuition remission is not available to faculty and staff enrolled in courses during Winter Session.

## **B. For Dependent Children of Employees**

- 1. Eligibility Requirements. The following definitions and regulations govern the eligibility for tuition remission of children of employees. Children of employees who apply for tuition remission must establish their eligibility each academic term:
  - a. The child must comply with all administrative and academic requirements.
  - b. The child must be admitted to and enrolled in one of the undergraduate divisions of the university as a full-time or part-time student, studying for the first baccalaureate degree.
  - c. The child must be the biological child, adopted child, or stepchild of the employee, and must be the employee's dependent. A dependent child is one for whom the employee provides the principal support. Employees may be required to submit appropriate documentation to establish such dependency.
  - d. The parent of the child must be a regularly appointed employee on a full-time basis as of the first day of class for the course.
  - e. If the parent dies while employed in an eligible position and if the child was admitted or enrolled at the time of the parent's death, the child will be eligible for tuition remission until completion of the first baccalaureate. All policies and restrictions otherwise applicable to tuition remission for children will apply.
  - f. If the parent dies while in active service to Rutgers after having served ten years or more as a full-time employee, the deceased employee's children will be eligible for tuition remission if 25 years of age or younger when they begin their pursuit of an undergraduate degree at Rutgers. All policies and restrictions otherwise applicable to tuition remission for children will apply.
- 2. Tuition Remission Benefit. Dependent children may receive full tuition remission in a program leading to the first baccalaureate degree up to the number of credits required by the

degree program. In no case will remission be granted beyond 10 terms for a four-year undergraduate program or beyond 12 terms for a five-year undergraduate program.

The following restriction applies: The child will be eligible for tuition remission during only one summer. Participation in the Summer Session requires the written approval of the student's undergraduate advisor or dean and counts as one full term of eligible tuition.

Winter Session Exclusion: Tuition remission is not available to children of employees enrolled in courses during Winter Session.

**C. Educational Benefits for Retired Employees and their Dependent Children.** Retired employees may qualify for tuition remission for themselves and their dependent children under the following conditions:

1. Eligibility Requirements for Retired Employees. Retired employees are eligible for tuition remission if they retired from a full-time, regularly appointed position under the terms of a university retirement program after 25 years of Rutgers full-time employment, or after attaining age 60 with a minimum of 10 years of Rutgers full-time employment. Employees retired under the PERS (Public Employees' Retirement System) or PFRS (Police and Firemen's Retirement System) disability retirement plan are considered qualified retired employees.

ABP (Alternate Benefit Program) participants with a minimum of 10 years of full-time Rutgers employment who are receiving long-term disability benefits are considered qualified retired employees.

Retired employees must comply with all administrative and academic requirements and must be admitted to a course in one of the undergraduate, graduate, or professional divisions of the university.

2. Tuition Remission Benefits for Eligible Retired Employees. Retired employees receive full tuition remission unless they are registering for courses in programs that are self-supporting and do not have a sufficient number of tuition-paying students enrolled to make the course cost effective. The number of places in such programs available to individuals seeking tuition remission shall be at the discretion of the dean or director of the academic unit offering the program. Tuition remission is not available to retired employees enrolled in courses during Winter Session.
3. Eligibility Requirements for Dependent Children of Retired Employees. The following definitions and regulations govern the eligibility for tuition remission of children of retired employees. Children of retired employees who apply for tuition remission must establish their eligibility each academic term:
  - a. The child must be the biological child, adopted child, or a stepchild of the retired employee, must be the retired employee's dependent, and must have been the retired employee's dependent prior to the effective date of the employee's retirement. A dependent child is one for whom the retired employee provides the principal support. Retired employees may be required to submit appropriate documentation when requested.
  - b. The child must comply with all administrative and academic requirements.
  - c. The child must be admitted to and enrolled in one of the undergraduate divisions of the university as a full-time or part-time student studying for the first baccalaureate degree.
  - d. The parent of the child must be retired from a full-time, regularly appointed position under the terms of a university retirement program after 25 years of full-time Rutgers employment, or after attaining age 60 with a minimum of 10 years of full-time Rutgers

employment. Employees retired under the PERS or PFRS disability retirement plans are considered qualified.

ABP (Alternate Benefit Program) participants with a minimum of 10 years of full-time Rutgers employment who are receiving long-term disability benefits are considered as qualified retired employees.

- e. If the eligible retired parent dies after the child is admitted or enrolled, the child will be eligible until completion of the first baccalaureate degree. All policies and restrictions otherwise applicable to dependent child(ren) tuition remission will apply.
4. Tuition Remission Benefit for the Dependent Children of Retired Employees. The benefits and restrictions set forth in Section B(2) above will be applicable to the eligible dependent children of eligible retired employees.

#### **D. General Provisions**

1. In all cases, tuition remission is applicable to tuition only. All student fees, course or laboratory fees, or other educational expenses are the full responsibility of the recipient of tuition remission benefits.
2. An employee may not enroll in courses during the workday without the prior approval of the employee's department head. An employee may request an alternate work schedule to take one (1) 3- or 4-credit course at an accredited institute of higher education or one (1) other professional course carrying continuing education units per semester (fall, spring, summer) during the work day. Such time off may not interfere with the normal operation of the department and must always be made up by the employee. Any request shall not be denied arbitrarily.
3. The policies set forth in this regulation are not intended to apply to Teaching and Graduate Assistants.
4. The policy covers academic programs that were established by and contained within Rutgers University prior to July 1, 2013 and the integration of legacy UMDNJ units and/or Schools.
5. The Senior Vice President for Human Resources and Organizational Effectiveness retains full authority to interpret this policy and to approve all requests for tuition remission.
6. Exceptions to any provisions within this policy may be granted only by the Senior Vice President for Human Resources and Organizational Effectiveness or his or her designee.