Tuition Remission Program
The Tuition Remission Program provides regular full-time employees with an outstanding education benefit. You and your family can take advantage of a wide range of courses and degree programs offered by the University.

Eligibility for benefits for you begin on the first day of the semester on or following your date of hire.

Eligibility for benefits for your spouse and dependent children begin on the first day of the semester after you have completed the appropriate service requirements.

Eligibility
If you are a regular full-time employee and have an appointment of nine months' or more duration you, your spouse, and your dependent children are eligible to participate in the Tuition Remission Program.

Your eligible dependent children are those whom you claim as exemptions on your federal income tax return during the calendar years in which they are enrolled in undergraduate degree programs at Boston University. They include:
- Your unmarried dependent children or stepchildren
- Certain age limits apply to eligible dependent children (see “Benefits for Your Dependent Children”)

Employees whose percentage time worked decreases below the eligibility requirements for the Tuition Remission Program will no longer be able to participate in the Tuition Remission Program.

How the Program Works
What Is Covered The Tuition Remission Program covers undergraduate and graduate courses taken by you or your spouse and undergraduate courses taken by your dependent children.

The Tuition Remission Program applies only to courses offered by Boston University. No assistance is provided for courses taken at other colleges or universities.

When to Apply Once you have registered for your course(s), if you would like to apply for the tuition remission benefit for yourself, your spouse, or your unmarried dependent children, you may apply online at Employee Self Service at BUnworks Central at www.bu.edu/bunworkscentral. Alternatively, you may complete a Benefits Enrollment Form available at www.bu.edu/hr/home/forms/benefit-forms.

Upon request, paper forms will also be mailed directly to you by Human Resources. Completed paper forms must be returned to Human Resources at 25 Buck Street. You need only use one method of application—online or paper—not both.

Covered students under the Tuition Remission Program (employees, spouses, or children) register for classes separately through the Registrar’s Office and then receive credit from the Tuition Remission Program on their student accounts for approved credit hours.

How Approval Works Employees, spouses, and children receiving benefits are registered for classes on a space-available basis.

Participating employees, spouses, or dependents are responsible for meeting admission requirements or prerequisites for any course or program.

Tuition Remission Does Not Cover Fees and Other Expenses, (e.g., Books, Lab Fees, Etc.) Registration fees and other fees, except the Continuing Student Fee, must be paid by covered students when they register for courses as those fees and expenses are not covered by tuition remission.

Covered students must also pay for their books, lab fees, late fees, and any necessary classroom materials as those fees and expenses are not covered by tuition remission. Tuition remission also does not cover room and board.

Eligibility Benefits
Tuition remission benefits are granted on a semester basis. For the purposes of the program, the two summer sessions are treated as one academic semester.

If a service requirement applies to the tuition remission benefits for your spouse or dependent children, only continuous and full-time service with Boston University is counted toward fulfilling that requirement. Such service is measured from the date you become an eligible employee (see prior “Eligibility” section) up to and including the first day instruction begins.

Full-time employees are only eligible to receive tuition remission benefits as “employees.” It is Boston University’s policy that if you are a full-time regular employee you may not be enrolled at Boston University as a full-time student. Full-time student status is 12 or more credits. If you are a full-time regular employee, you are not eligible for benefits as a spouse or dependent of another employee.

An explanation of the benefits available to you, your spouse, and your dependent children follows.

Benefits for You
If you were hired on or before July 1, 1981 As an eligible employee you are entitled to 100% tuition remission for up to 8 credit hours of courses you take each semester.

This includes graduate and undergraduate courses (see discussion below regarding the taxability of graduate courses).

Benefits for Your Dependent Children
Certain age limits apply to eligible dependent children (see “Benefits for Your Dependent Children”).

Employees, spouses, or children receiving benefits as a spouse or dependent of another employee.
If you are involuntarily terminated for all courses taken that semester, you will be required to pay the full tuition for all courses taken that semester. If your employment ends after the first day instruction begins*, you will be required to pay full tuition for all courses taken that semester. If your employment ends after the first day instruction begins*, but before the final exam end date**, for the semester, your benefits will continue until the end of the semester. If you were hired on or before June 30, 1985, but after July 1, 1981 As an eligible employee you are entitled to 100% tuition remission for the first 4 credit hours and 90% tuition remission for the next 4 credit hours of courses you take each semester. This includes graduate and undergraduate courses. If your employment ends before the first day instruction begins*, you will be required to pay the full tuition for all courses taken that semester. If your employment ends after the first day instruction begins*, but before the final exam end date**, for the semester, your benefits will continue until the end of the semester. If you were hired on or after January 1, 1995, you may receive 90% tuition remission for courses taken after you have completed 16 months of eligible service. If you were hired on or after January 1, 1995, you may receive 90% tuition remission for courses taken after you have completed 16 months of eligible service.

Benefits for Your Dependent Children

Once you have satisfied the service requirement described below, each of your eligible unmarried dependent children may receive up to eight semesters of tuition remission benefits through the University’s Tuition Remission Program to attend classes at Boston University. The amount of tuition remission benefits granted for each semester depends upon your length of continuous full-time service with the University. Tuition remission benefits are not available for any graduate courses taken by dependent children. If your employment ends before the first day of class, your spouse will be required to pay full tuition for the courses taken that semester. If your employment ends before the last day of classes, your spouse’s benefits will continue until the end of the semester. If you report any courses taken, not only courses covered by the Tuition Remission Program, to determine if there is a conflict with the needs of your department.

Benefits for Your Spouse

Once you have satisfied the service requirement described below, your spouse will be granted 50% tuition remission each semester for all courses taken at Boston University. This includes graduate and undergraduate courses. If your employment ends before the first day of class, your spouse will be required to pay full tuition for the courses taken that semester. If your employment ends before the last day of classes, your spouse’s benefits will continue until the end of the semester.

Service Requirements

Your unmarried dependent children may receive 50% tuition remission for courses taken once you have completed four months of eligible service (i.e., continuous and full-time service) and: **The first day “instruction begins” for the semester is defined as the date published in the Boston University Office of the University Registrar Official Academic Calendar: Charles River.

**The “final exam end” date or the “end of session” date for the semester is defined as the date published in the Boston University Office of the University Registrar Official Academic Calendar: Charles River. For the fall and spring semesters, it is the “final exam end date”; for summer sessions, it is the Summer II “end of session” date.

If you retire from the University at age 55 or later and have completed 10 or more years of continuous full-time service with the University after age 45, the University will provide your eligible unmarried dependent children with eight semesters of tuition remission benefits in an undergraduate degree program at the University pursuant to terms specified herein. If you should die while employed at the University, or are receiving disability benefits from the University’s Long-Term Disability Plan, you are entitled to receive tuition remission benefits through the semester in which your death occurred, subject to the Program’s limits, as long as they remain eligible. In subsequent semesters, your years of continuous full-time service will be measured from the time you became disabled or died, will be used to determine the number of additional semesters up to a maximum of eight semesters for which each child is eligible in accordance with the following table:

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For example, if you died with 10 or more years of continuous full-time service with Boston University and at the time of your death, your dependent child had received six semesters of tuition remission, he or she would be eligible for two more semesters of tuition remission for a maximum of eight semesters.

Before Your Dependent Children Begin Receiving Benefits

If you retire from the University at age 55 or later and have completed 10 or more years of continuous full-time service with the University after age 45, the University will provide your eligible unmarried dependent children with eight semesters of tuition remission benefits in an undergraduate degree program at the University pursuant to terms specified herein. **The final exam end date or the “end of session” date for the semester is defined as the date published in the Boston University Office of the University Registrar Official Academic Calendar: Charles River. For the fall and spring semesters, it is the “final exam end date”; for summer sessions, it is the Summer II “end of session” date.

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If you take an approved leave of absence without pay for any reason other than those explained above, tuition remission benefits will terminate for the duration of your leave on the earlier of the following dates:

1. The beginning of a semester following or coincident with the first day of your leave; or
2. At the end of any semester in which you begin your leave.

While you are on an approved leave of absence without pay, you can accrue service (up to 24 months) toward meeting the Program’s service requirement.

**Extended Military Leave**
If you go on an extended military leave, you will accrue service toward meeting the Program’s service requirements for the entire period of the leave, provided you return to regular, full-time employment with the University following military service and within the time when your veteran’s re-employment rights are protected.

**Medical Leave of Absence**
During an approved leave of absence due to temporary disability, benefits continue for your dependent children until the end of a semester in which you complete six months of such leave without pay. You can accrue up to six months of service toward meeting the Program’s service requirements while on a temporary disability.

Other activities as may be approved by the University generally, not considered taxable income. Graduate tuition remission in excess of $5,250 per calendar year for employees and all graduate tuition remission benefits for spouses are generally subject to federal, state, and FICA taxation. Tuition remission benefits for undergraduate courses are generally tax-free.

Due to nearly continuous changes in the tax laws, please contact Human Resources for the current status concerning the taxability of tuition remission benefits. You may also want to consult with a tax advisor.

**Administrative Information About the Program**

**Type of Program**
The Boston University Tuition Remission Program is an unfunded educational assistance program. It is not subject to the provisions of the Employee Retirement Income Security Act (ERISA) of 1974. Any determinations by Boston University regarding eligibility for the Tuition Remission Program or benefits thereunder are final, binding, and conclusive.

**Program Amendment or Termination**
Boston University intends to continue the Tuition Remission Program indefinitely; however, the University reserves the right in its discretion to amend, suspend, or terminate the program at any time.

For additional information concerning the Tuition Remission Program, contact Human Resources.