WASHINGTON UNIVERSITY
EMPLOYEE TUITION ASSISTANCE PLAN
(UNION MEMBERS)
AMENDED AND RESTATED JULY 1, 2008

Introduction: Washington University (the “University”) provides tuition assistance benefits to regular full-time union member employees for Eligible Courses offered in the undergraduate programs at the University.

Employee Eligibility: To be eligible for employee tuition assistance benefits, the employee must:

a) be a regular full-time union employee who regularly works 40 hours per week;

b) be actively at work or on an approved leave of absence;

c) be eligible for University-provided benefits;

d) be continuously employed by the University for at least one (1) year in a full-time benefits eligible capacity prior to the first day of class;

e) meet the normal admission standards of the University; and

f) submit the appropriate request for tuition form prior to the first day of classes for the semester for which tuition assistance benefits are sought.

If a currently Eligible Employee terminates his or her employment with the University after classes begin for the current academic semester, the employee will receive benefits for that current academic semester but not for any future academic semesters.

To Remain Eligible: To remain eligible for undergraduate tuition assistance, the Eligible Employee must:

a) remain enrolled through the completion of the course; and

b) receive a passing grade for the course.

If an employee fails to complete the course in which he/she enrolled and does not have a passing grade posted for such course within 60 days after the end of the semester, the employee will no longer be considered an Eligible Employee for the tuition benefit, will be obligated to repay the benefit to the University, and will be solely responsible for any applicable penalties and fees. The repayment obligation may be waived, in the sole discretion of the Plan Administrator, if the employee fails to complete a course for medical reasons that prevent the employee from attending classes. Such waivers will be rare.
Definitions:

a) “Break in Service” means:
   1) Changing to an ineligible position for more than 90 days; or
   2) Terminating employment at the University for more than 90 days.

b) “Eligible Courses” means the following:
   1) Undergraduate courses in the University’s evening programs beginning at 4 p.m. and after for full-time employees who are regularly scheduled to work during the day; and
   2) Undergraduate courses in the University’s daytime undergraduate programs for regular full-time union member employees who are regularly assigned work during the evening and night shifts.

c) “Service” means regular full-time service at Washington University but excludes Service prior to a Break in Service.

Benefits: The plan pays 100% of the current tuition charges for Eligible Courses, and is limited to seven (7) credit hours per semester.
WASHINGTON UNIVERSITY
SPOUSE/DOMESTIC PARTNER TUITION ASSISTANCE PLAN
(UNION MEMBERS)
AMENDED AND RESTATEED JULY 1, 2008

Introduction: Washington University (the “University”) provides tuition assistance benefits to the spouses/domestic partners of regular full-time union member employees for Eligible Courses offered in the undergraduate programs at the University.

Employee Eligibility: To be eligible for spouse/domestic partner undergraduate tuition assistance benefits through evening programs offered by the University, the employee must:

a) be a regular full-time union employee who regularly works 40 hours per week;
b) be actively at work or on an approved leave of absence;
c) be eligible for University-provided benefits;
d) be continuously employed by the University for at least one (1) year in a full-time benefits eligible capacity prior to the first day of class; and
e) submit the appropriate request for tuition form before the first day of classes for the semester for which tuition assistance benefits are sought.

If a currently Eligible Employee terminates his or her employment with the University after classes begin for the current academic semester, the spouse/domestic partner benefits may be payable for the current academic semester but not for any future academic semesters.

Spouse/Domestic Partner Eligibility: To be eligible for spouse/domestic partner undergraduate tuition assistance benefits, the spouse/domestic partner must:

a) meet the normal admission standards of the University,
b) be listed in the employee’s personnel record as his/her spouse/domestic partner.

To Remain Eligible: To remain eligible for undergraduate tuition assistance, the eligible spouse/domestic partner must:

a) remain enrolled through the completion of the course, and
b) receive a passing grade for the course.

If a spouse/domestic partner fails to complete the course in which he/she enrolled within 60 days after the end of the semester, or fails to receive a passing grade for such course, the spouse/domestic partner will no longer be considered eligible for the tuition benefit and the employee will be obligated to repay the benefit to the
University, and will be solely responsible for any applicable penalties and fees. The repayment obligation may be waived, in the sole discretion of the Plan Administrative, if the spouse/domestic partner fails to complete a course for medical reasons that prevent the spouse/domestic partner from attending classes. Such waivers will be rare.

Definitions:

a) “Break in Service” means:
   1) Changing to an ineligible position for more than 90 days; or
   2) Terminating employment at the University for more than 90 days.

b) “Eligible Courses” means undergraduate courses in the University’s evening program beginning at 4 p.m. and after.

c) “Service” means regular full-time service at Washington University but excludes Service prior to a Break in Service.

Benefit:

The plan pays 50% of the current undergraduate tuition charges for Eligible Courses.
WASHINGTON UNIVERSITY
DEPENDENT CHILD TUITION ASSISTANCE PLAN
(UNION MEMBERS)
AMENDED AND RESTATED July 1, 2008

I. Introduction: Washington University (the “University”) provides two forms of tuition assistance benefits for the dependent children of its regular Full-Time Employees who are union members:

a) Full tuition remission benefit at the University, and

b) Partial tuition remission benefit at other accredited institutions.

Both the employee and the dependent child must meet the following eligibility requirements.

II. Eligible Employees:

To be eligible for dependent child tuition assistance, the employee must meet all of the following eligibility criteria:

a) be a regular Full-Time Employee who is a union member and actively at work, on an approved leave of absence, retired, or deceased;

b) be eligible for University provided benefits;

c) complete the following Service requirement by September 30 for the fall semester, February 28 for the spring semester or June 30 for the summer semester:

(i) For employees who commenced their current employment with the University before July 1, 2008, the employee must complete five (5) or seven (7) years of regular Full-Time Service and, during the tuition remission period, be a regular active Full-Time Employee or on an approved leave of absence, or

(ii) For employees who commenced their current employment with the University on or after July 1, 2008, the employee must complete seven (7) years of regular Full-Time Service and remain a regular active Full-Time Employee or be on an approved leave of absence during the entire tuition remission period.

(iii) A Retired or deceased employee must have completed the Service requirement on or before the date of retirement or death.

d) submit the appropriate request for tuition form, along with all required and requested supplemental information, annually prior to the beginning of the academic year or the first semester of eligibility, which occurs first.
III. Eligible Dependent Children

To be eligible for dependent child tuition assistance under the Plan, the dependent child must satisfy all of the following Tests:

a) Relationship Test:
   1. The child must be a blood descendent of the first degree, legally adopted or a stepchild of the Eligible Employee at the time the benefit is paid; or
   2. The child must be the blood descendent of the first degree or legally adopted by the Eligible Employee’s domestic partner at the time the benefit is paid.

b) Support Test:
   1. The parent(s) must provide over half of the child’s total support for the year (including food, clothing, shelter, education, medical expenses and recreation); or
   2. In the event both parents are deceased, the child must be under age 25.

c) Gross Income Test:
   1. In the case of a child who is under age 19 or who is under age 24 and a full-time student (at least 5 months of the year), there is no limitation on the dependent child’s gross income for the calendar year; or
   2. In the case of a child who is age 24 or older, s/he must have less than the IRS stipulated amount of gross income for the calendar year.

d) Married Dependent Test:
   1. The married dependent child will not file a joint tax return with his/her spouse; and
   2. No one else will claim the married dependent child as a dependent for federal income tax purposes.

If a currently Eligible Employee terminates his or her employment with the University after classes begin for the current academic semester, the benefit will continue for the current academic semester but not for any future academic semesters.

If a currently Eligible Employee dies or becomes a Retiree in accordance with University policy, the employee’s unmarried children remain eligible for the benefit upon reaching college age and in accordance with the guidelines and requirements listed herein. The tuition remission percentage depends on the date the Eligible Employee commenced his or her most recent employment with the University.

IV. Definitions:

a) Break in Service means:
   (i) changing to an ineligible position for more than 90 days, or
(ii) terminating employment at the University for more than ninety (90) days.

b) Eligible Dependent Child (Children) means dependent children described in Section III above.

c) Eligible Employee means Washington University Full-Time Employees who are union members described in Section II above.

d) Full-time Employee means a union member who regularly works 40 hours per week.

e) Full-time Service means Service as a Full-Time Employee for each continuous Year of Service from the later of the employee’s date of hire or the date of first eligibility for benefits until the date the tuition benefit is first received.

f) Qualifying Tuition means tuition for coursework the purpose of which is to fulfill the requirements of the first bachelor’s degree or a lesser degree. It does not include tuition for a second bachelor’s or graduate-level degree or for post-baccalaureate work. It includes tuition for graduate level courses taken at least in part to fulfill the requirements of the first undergraduate degree. Qualifying Tuition also includes tuition for programs that combine undergraduate and graduate work and award both an undergraduate and graduate degree, but only for a maximum of eight semesters (subject to paragraph (d) under Benefit Guidelines below) or until the undergraduate degree is earned, whichever occurs first.

g) Retired, Retirees, or Retirement means termination of Service with Washington University after attaining the applicable age and service requirements for retirement.

h) Service includes only regular Full-Time Service at the University and excludes service at the University prior to a Break in Service.

i) Year of Service means a 12-month period during which the Eligible Employee is continuously employed as a Full-Time Employee.

V. Benefits:

A. For Eligible Employees who commenced their current employment with the University before July 1, 2008:

Washington University
After five (5) current consecutive Years of Service, the Plan pays 100% of the current Qualifying Tuition charges and the student activity fee at the University’s five undergraduate colleges and undergraduate evening programs.

Other Accredited Institutions
After seven (7) current consecutive Years of Service, the plan pays for current Qualifying Tuition and mandatory academic fees at other accredited institutions in an amount not to exceed 50% of Washington University’s then stated tuition charges.

B. For Eligible Employees who commenced their current employment with the University on or after July 1, 2008:

Washington University
After seven (7) current consecutive Years of Service, the Plan pays 100% of the current Qualifying Tuition charges and the student activity fee at the University’s five undergraduate colleges and undergraduate evening programs.

Other Accredited Institutions
After seven (7) current consecutive Years of Service, the plan pays for current Qualifying Tuition and mandatory academic fees at other accredited institutions in an amount not to exceed 40% of Washington University’s then stated tuition charges.

VI. Benefit Guidelines:

a) The benefit may only be used for Qualifying Tuition and mandatory academic fees required of all undergraduate students. Examples of mandatory academic fees typically paid include student activity fees, student union fees, athletic fees, library fees, computer fees, and registration fees. The benefit cannot be applied to room and board, books and supplies, laboratory or course fees, health fees, transportation fees, application fees, enrollment deposits, late fees, building debt repayment fees, yearbook fees, and other such fees, whether ‘mandatory’ or not.

b) The Eligible Dependent Child is entitled the benefits payable for a single employee even if both parents are employees of the University. Additionally, the benefit is specific to the Eligible Dependent Child and cannot be transferred to another dependent child of the same family.

c) If the Eligible Dependent Child is receiving another form of tuition restricted scholarship support from his or her post-secondary institution or any other source, the maximum amount the plan will pay is the difference between the approved institutional charges and the other sources of financial assistance.

d) The Eligible Dependent Child can receive up to eight semesters (a summer session counts as one (1) semester) of the benefit. Eight semesters is the standard minimum bachelor’s degree requirement. However, not every Eligible Dependent Child is eligible to receive eight semesters. The Eligible Dependent Child’s number of semesters of eligibility will be determined by calculating the difference between the maximum of eight semesters and his or her grade level (as stated by his or her school) at the point at which he or she begins using the benefit. As an example, a first semester freshman will potentially receive eight semesters of benefits and a first semester junior will potentially receive four semesters of benefits.

e) The Eligible Dependent Child is not required to maintain consecutive enrollment in order to receive the benefit. If he or she resumes use of the benefit after a period of inactivity, a new ‘Request for Tuition Assistance’ form is required. At the point at
which he or she resumes the use of the benefit, the employee and dependent child must meet eligibility requirements as outlined in the first section of this plan statement. Additional semesters will not be granted as a result of a period of inactivity.

f) If the Eligible Dependent Child attends a semester/term at less than full-time status and uses the benefit to pay for that semester, that semester will be counted against his or her eligibility as one full semester of use of the benefit. This also applies to summer school.

g) Employees and their Eligible Dependent Children cannot receive a refund of this benefit. If a school refunds a portion of this benefit to the Eligible Dependent Child, the dependent child must transfer the refund to the University.

h) The Eligible Dependent Child must maintain a scholastic record that permits continued enrollment.

VII. Transferring Universities/Withdrawing from the University:

If the Eligible Dependent Child will be transferring to another school, the employee does not need to complete a new ‘Request for Tuition Assistance’ form unless the transfer occurs at the beginning of the academic year. Instead, the employee must inform Student Financial Services as soon as possible in advance of the Eligible Dependent Child’s starting date at the new school so that new arrangements can be made. If the Eligible Dependent Child participates in a co-op or study abroad program, he or she is expected to inform Student Financial Services as far in advance as possible.

If the Eligible Dependent Child withdraws from school, the employee should inform Student Financial Services immediately so that the benefit may be retrieved if it has already been sent. The Eligible Dependent Child is responsible for following the appropriate procedure for withdrawing from classes.

VIII. Plan Information:

If the employee’s mailing information (e.g. home address, department name or box number) changes at any time, the employee is expected to inform Student Financial Services as soon as possible. Questions pertaining to employee eligibility and student dependency should be directed to the Benefits Office. Questions pertaining to the payment of benefits should be directed to Student Financial Services.

IX. Amendment of Plan:

The University retains the right to amend or otherwise modify the Plan any time and from time to time, in such manner and to such extent as it may deem advisable.
X. Plan Administration:

The University administers the Plan. It has sole discretion and authority to interpret and administer the Plan in all of its details. The determination of the University as to any question involving its administration and interpretation of the Plan shall be final, conclusive and binding.