Introduction: Washington University (the "University") provides two forms of tuition assistance benefits to the spouses/domestic partners of Full-time Employees:

a) undergraduate courses offered through evening programs at the University (beginning at 4 p.m. or later) effective after the employee has completed one year of employment prior to the beginning of the semester; and
b) all other undergraduate courses offered through the University after the employee has completed five current consecutive years of full-time service.

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

a) be a regular Full-Time Employee of Washington University or a Participating Employer who is actively at work, on an approved leave of absence, retired or deceased. Individuals who are participating in the University’s phased retirement program for tenured or clinician track faculty are treated as Full-Time Employees for purposes of the Tuition Assistance Plan until the date of their retirement. Individuals whose employment is incidental to their educational or training programs are not eligible for dependent child tuition assistance. Such individuals include without limitation, post-doctoral appointees who have earned Ph.D., M.D., or equivalent terminal or doctoral degrees and who are in a training or transitional period of limited duration under the supervision of a faculty member or a department preparatory to an academic, industrial, governmental or other full-time research or teaching career.

b) be eligible for University provided benefits,

c) complete the following Service requirement prior to the first day of classes for the semester for which tuition assistance benefits are sought:

i. for undergraduate courses offered through evening programs at the University, be employed by the University in a full-time, benefit eligible position for one year of Service, and

ii. for all other undergraduate courses offered through the University, be employed by the University in a full-time, benefit eligible position for five consecutive Years of Service.

d) submit the appropriate request for tuition form, along with all required and requested supplemental information, 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 spouse/domestic partner will receive the benefits 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, and  
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, 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 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,

2) terminating employment at the University for more than 90 days, except that regular employees who become full-time students or postdoctoral fellows at the University will not have their time spent as a full-time student or postdoctoral fellow at the University considered as a Break-in-Service; the time the employee is a student or fellow is not counted as Service, but the Service prior to that period is not excluded.

b) **Full-time Employee** means
1) a regular or visiting faculty member who works 100% of the required full-time workload and is benefits eligible; or

2) a staff member who regularly works 37½ or more hours per week and is benefits eligible.

c) **Participating Employer** means the University and any business entity wholly owned by the University that is designated by the University as a participating employer in this Plan.

d) **Service** means regular full-time service at Washington University but excludes Service prior to a Break in Service and includes:

   (i) regular full-time employment by another accredited university in a comparable position within 90 days of the date of hire at Washington University;

   (ii) regular full-time service at a teaching hospital within 90 days of the date of hire at Washington University; provided that the employee also has an academic appointment with a university affiliated with such hospital; and

   (iii) regular full-time service at a nonprofit educational, research or health care organization located in the St. Louis, Missouri metropolitan area within 90 days of the date of hire at Washington University, provided that the employment of a group of employees of such organization, where such employees represent either all or substantially all of the employees of such organization who are assigned to a specific department, division or function of such organization, is transferred by agreement to the University. Such groups of employees shall be identified from time-to-time in Schedule A, attached to this Plan. Proof of other service is required.

   Service excludes any Service prior to a Break-in-Service.

e) **Year of Service** means a 12-month period of Service.

**Benefits:**

The plan pays 50% of the current undergraduate tuition charges.
**Schedule A**  
(Washington University Spouse/Domestic Partner Assistance Plan)

Groups of employees from the following organizations will receive credit for Service with such organizations prior to transfer of their employment to Washington University. Transfer group lists are on file with the Danforth Benefits office.

<table>
<thead>
<tr>
<th>GROUP/ORGANIZATION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BJH (Research Department only)</td>
<td>July 1, 2003</td>
</tr>
<tr>
<td>Central Institute of the Deaf</td>
<td>September 1, 2003</td>
</tr>
<tr>
<td>BJH (Dialysis Group)</td>
<td>July 1, 2004</td>
</tr>
<tr>
<td>St. Louis University Department of Public Health</td>
<td>July 1, 2008</td>
</tr>
<tr>
<td></td>
<td>August 1, 2008</td>
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<tr>
<td></td>
<td>September 1, 2008</td>
</tr>
<tr>
<td>BJH Gold Service Physician(s) who transferred to WUSM employment on February 1, 2009</td>
<td>February 1, 2009</td>
</tr>
</tbody>
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