**Introduction** – Washington University (the University) provides tuition assistance benefits to regular full-time union member (employees) for those undergraduate evening program courses offered at the University.

**Eligibility** – To be eligible for employee undergraduate tuition assistance benefits, the employee must:

a) be a regular full-time employee,

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

c) be eligible for University provided benefits,

d) be hired or employed before the first day of classes for that semester,

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

f) submit the appropriate request for tuition form before the first day of classes for that semester.

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.

**Definition:**

Full-time employee is a union member who regularly works 40 hours per week.

**Benefits:**

**Undergraduate Tuition** – The plan pays 100% of the current tuition charges and is limited to seven credit hours per semester.
Introduction – Washington University (the University) provides tuition assistance benefits to the spouses/domestic partners of regular full-time union members (employees) for those undergraduate courses offered through evening programs at the University.

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 employee,

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

c) be eligible for University provided benefits,

d) be hired or employed before the first day of classes for that semester, and

e) submit the appropriate request for tuition form before the first day of classes for that semester.

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.”

Definitions:

Full-time employee is a union member who regularly works 40 hours per week.

Benefit:

Undergraduate Tuition – The plan pays 50% of the current tuition charges.
WASHINGTON UNIVERSITY
DEPENDENT CHILD TUITION ASSISTANCE PLAN
(UNION MEMBERS)
July 1, 2002

Introduction – Washington University (the University) provides two forms of tuition assistance benefits for the dependent children of its regular full-time union members (employees):

a) Full tuition remission benefit at the University.

b) Partial tuition remission benefit at other accredited institutions for the dependent children of full-time union members.

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

Eligibility Guidelines – Employees

a) Must be a regular full-time union member, be actively at work, on an approved leave of absence, retired, or deceased.

b) Must be eligible for University provided benefits. Must complete five or seven consecutive years of full-time service. An active employee or an employee on an approved leave of absence must complete this service requirement before the beginning of the tuition remission period and remain a regular full-time active employee or be on an approved leave of absence during the tuition remission period. A retired or deceased employee must have completed the service requirement at the date of retirement or death.

c) Must complete the service requirement by September 30 for the Fall Semester, February 28 for the Spring Semester or June 30 for the Summer Semester.

d) Must submit the appropriate request for tuition form before the first day of classes for that semester.

Eligibility Guidelines – Dependent Child

a) Must be a blood descendant of the first degree, legally adopted or a stepchild of the eligible employee at the time the benefit is paid or the blood descendant of the first degree or legally adopted by the employee’s domestic partner.

b) Must be unmarried, dependent on the eligible employee, the eligible employee’s spouse or the eligible employee’s domestic partner for financial support and be under age 25. To verify financial support, a copy of the first page of the most recent federal tax return may be requested annually at the discretion of the plan administrator. Eligible dependent children remain eligible until they reach age 25.
c) 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.

d) If a currently eligible employee dies or retires (age 55 or older and ten or more current consecutive years of at least part-time service), the employee’s unmarried children remain eligible for the benefit upon reaching college age and in accordance with the guidelines and requirements listed herein.

Definitions:

a) Full-time employee is a union member who regularly works 40 hours per week.

b) Service includes (if applicable) only regular full-time service at other accredited universities in a comparable position within 90 days of the date of hire at the University. Proof of other service is required.

c) Service excludes (if applicable) service at the University and/or other accredited university prior to changing to an ineligible position for more than 30 days or terminating employment with the University for more than 30 days.

Benefits:

Washington University
After five current consecutive years of regular full-time service, the plan pays 100% of the current undergraduate tuition charges and the student activity fee at the University, and includes the five day school divisions and undergraduate evening programs.

Other Accredited Institutions
After seven current consecutive years of regular full-time service, the plan pays for current undergraduate tuition and mandatory academic fees at other accredited institutions in an amount not to exceed 50% of Washington University’s then stated tuition charges.

Benefit Guidelines:

a) The benefit can only be used for undergraduate work leading to the first bachelor’s degree or a lesser degree. It cannot be used for a second bachelor’s degree, post-baccalaureate work or graduate work.

b) The benefit can only be applied toward undergraduate tuition and mandatory academic fees required of all 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.
c) The eligible dependent child is entitled to receive one benefit 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.

d) 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 plan will only pay the difference between the approved institutional charges and the other sources of financial assistance.

e) The eligible dependent child can receive a maximum of eight semesters (or the equivalent) of the benefit. Eight semesters is the standard minimum Bachelor degree requirement. However, not every dependent child is eligible to receive eight semesters. The 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.

f) The 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 of one year or longer, 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.

g) If the 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.

h) Employees and their dependent children cannot receive a refund of this benefit. If a school refunds a portion of this benefit to the dependent child, the dependent child must transfer the refund to the University.

**Transferring Universities/Withdrawing from the University:**

If the dependent child will be transferring to another school, the employee does not need to complete a new ‘Request for Tuition Assistance’ form. Instead, the employee must inform Student Financial Services as soon as possible in advance of the dependent child’s starting date at the new school so that new arrangements can be made. If the 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 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 dependent child is responsible for following the appropriate procedure for withdrawing from classes.

**Renewal of the Benefit** – At the end of each school year, Student Financial Services will send a ‘Renewal’ form to those employees and eligible dependent children who have received the benefit for the current year and continue to demonstrate eligibility. Upon return of the ‘Renewal’ form and
indication of the student’s plans for the upcoming year, the benefit for eligible dependent children will be renewed. The employee does not need to complete a new ‘Request for Tuition Assistance’ form if the dependent child has used the benefit during the previous academic year unless requested by the plan administrator (see Eligibility Guidelines – Dependent). 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.