

Full-Time Student / Full-Time Employee Eligibility Policy

Ph.D. Students

- Ph.D. students are not eligible to be benefits eligible employees and full-time students as long as the student is receiving tuition remission. Once the student's tuition remission has ceased, the student may change to a part-time student status and also be eligible for full-time employment with WUSTL.
 - Tuition remission generally ceases at the point that credit hours have been completed but the student is still working on his/her dissertation.
- The Dean of the Graduate School of Arts & Sciences is the primary individual responsible for determining the point at which the student is eligible for full-time employment.

Undergraduate and Master's Degree Programs

- Undergraduate and Master's Degree Program students may be considered full-time students and full-time employees as long as the following criteria are met:
 - If the employee is a full-time employee prior to entering school, approval must be obtained from the employee's supervisor and the school of study. The supervisor must be fully apprised, in writing, of the academic requirements, including, but not limited to, class schedules, field work and internships.
 - If the employee is a full-time student prior to accepting full-time employment, approval must be obtained from the school of study and full disclosure made to the employee's supervisor about the full-time student status and academic requirements, including, but not limited to, class schedules, field work and internships. The description of the academic requirements must be in writing.
 - These guidelines will not supersede established school or departmental qualifications or restrictions related to student / work status.
- Full-time student status does not alter the eligibility requirements or benefits provided through Employee Tuition Assistance program. Please refer to the website <http://hr.wustl.edu/benefits/Pages/TuitionAssistance.aspx> for details.
- For information related to student/employee taxation, please refer to the website <http://payroll.wustl.edu/studentfca/Pages/default.aspx>