



Tuition Remission

Full-time regular employees, their spouses and their children are entitled to the tuition remission benefits outlined below. The benefits apply to tuition charges only; all fees must be paid by the student. The tuition benefit applies only to courses listed in an official Boston College bulletin. Tuition remission is not allowed for the Law School or for courses, programs, and workshops offered by special institutes or centers, nor does the benefit apply to offerings such as "Directed Research" or "Readings and Research" which are taken during the Summer Session. Any exception to the tuition remission policies must be approved by the Vice President for Human Resources.

Employee Benefit

At the undergraduate level, full-time employees (35 or more hours per week) receive 100% tuition remission for courses taken through the College of Advancing Studies and the evening Summer Session. (Also, one daytime course may be taken during the summer.) Newly hired employees will be eligible for the full benefit for the semester, provided they begin work no later than October 15 for first-semester courses or February 25 for second-semester courses. Employees hired after those dates will not be eligible until the following semester.

The tuition benefit covers **up to three undergraduate courses** in each semester and in each of two Summer Session terms. Tuition remission for a fourth course in a semester or in a Summer Session term must be approved by the Vice President for Human Resources or his/her designee. If approved, a Tuition Remission Voucher will need to be issued by the Benefits Office to Student Services to cover the fourth course. A fifth course in a semester or a Summer Session term will not be covered by the tuition benefit.

At the graduate level, full-time employees are entitled to 100% tuition remission for up to six credits per semester, and six credits during the entire Summer Session (a maximum of eighteen credits per academic year). The value of graduate tuition remission in excess of \$5,250 may be taxable (unless the courses were job-related). The taxability of tuition remission will be determined each year in accordance with applicable federal law.

The tuition benefit is granted with the understanding that class and study hours do not conflict with regular work schedules. Therefore, tuition remission normally will not be granted for undergraduate day courses except in cases where an employee regularly works an evening schedule that would preclude his or her enrolling in evening classes. In such a case, the employee must obtain a Tuition Remission Voucher from the Benefits Office. However, employees may arrange to take one daytime course in the Summer Session period free of tuition, provided that the time missed from work is made up during the same week and the arrangement has the approval of the employee's supervisor.

The employee benefit is available on a pro-rated basis to part-time, regular employees who normally work at least 20 hours per week. (Note: Part-time employees who have worked 20 or more hours per week for at least 36 weeks per year for ten consecutive years will be entitled to 100% tuition remission.) A Tuition Remission Voucher is required from the Benefits Office for part-time employees.

Spouse Benefit

At both the undergraduate and graduate levels, spouses of employees who have completed five consecutive years of full-time service (35 or more hours per week) as of the beginning of the semester may receive 100% tuition remission for up to six credits per semester and six credits during the entire

Summer Session (a maximum of eighteen credits per academic year). (Note: Since courses in the College of Advancing Studies are often four-credit courses, two of those courses per semester are included in this benefit.)

Spouses of employees with less than five consecutive years of full-time service are entitled to 50% tuition remission for the same number of courses.

The value of graduate course tuition remission for spouses must, by law, be treated as taxable income to the employee, subject to federal, state, and FICA withholding. Tuition Remission Vouchers for spouses must be obtained from the Benefits Office prior to each registration.

Child Benefit

An employee's child (by birth, marriage, or legal adoption) is entitled to full tuition remission when admitted to an undergraduate program at Boston College, provided the employee has completed five or more years of continuous full-time service (35 hours or more per week) immediately prior to the beginning of the semester to which the tuition remission applies. This benefit will not apply once a child has received an undergraduate degree, whether from Boston College or from another school. Tuition remission is not granted to children for graduate courses.

This waiver of tuition does not imply acceptance of a son or daughter into an undergraduate program, but is offered with the understanding that the child must be accepted via the normal admission process. The benefit will continue only as long as the child maintains good standing in the school or college in which he or she is enrolled and as long as the parent remains employed full-time at Boston College. A Tuition Remission Voucher must be obtained from the Benefits Office. For students accepted to one of the full-time day schools, a voucher is normally required only once. For the College of Advancing Studies and the Summer Session, a voucher is required prior to each registration.

A child who is eligible for this benefit is urged to apply for financial aid through the Student Services Office for other appropriate scholarship or grant funds. All applicants will be required to follow the normal financial aid procedures. Scholarships, grants, or loans received by the student may be accepted without reducing the tuition remission allowance in accordance with current financial aid guidelines.

Children of retired, deceased, or totally disabled employees with at least seven years of full-time service at Boston College will retain the tuition remission benefit. (To be eligible, a child must have been a dependent at the time of the employee's retirement, death, or disability.) Tuition remission for children of retired, deceased, or disabled employees with less than seven years' service is restricted to those students already enrolled and receiving the benefit at the time of the staff member's retirement, death, or disability. (For this purpose, retirement is considered to be at age 65 or later.)

Children who are eligible for tuition remission may apply for transfer of the benefit to certain other Jesuit schools that participate in the Faculty Student Exchange Program (FACHEX). Twenty-six of the 28 Jesuit colleges participate, including Boston College. The program allows undergraduate tuition remission for children of eligible faculty, administrators, and staff at participating institutions. This exchange program is governed by specific guidelines and formulas, and the number of available slots is limited. Complete information is available on the FACHEX web site at www.bc.edu/fachex.