

Tuition Remission Policy Overview

Employee Tuition Remission

- Employees working 80% FTE or more may take up to two courses (maximum 8 credit hours) tuition-free each semester (*labs are not counted separately*).
- Employees working 40%–79% FTE may take one course (maximum 4 credit hours) tuition-free each semester.
- Contract faculty (40% FTE or more) may take one course (maximum 4 credit hours) tuition-free each semester.
- Covers 100% of in-state tuition for undergraduate, graduate, and professional programs, including distance education differentials.
- If charged non-resident tuition, notify Human Resources.
- Employees are not required to be enrolled in a specific program.
- Employees must maintain a minimum 2.0 GPA.
- Withdrawals after the 100% drop/add period may impact future eligibility.
- House Staff employees are not eligible for this benefit.

Dependent Tuition Remission

- Dependent children under age 26 of employees working 80% FTE or more are eligible for tuition remission.
- Benefit applies toward a first undergraduate degree, up to a maximum of 144 credit hours.
- Covers 100% of in-state undergraduate tuition only.
- Does not include fees (course, graduation, student, or online fees).
- If charged non-resident tuition, notify Human Resources.
- There is no GPA requirement for dependents.
- Contract faculty and House Staff employees are not eligible for dependent tuition remission, regardless of FTE.
- Employees and dependents may use tuition remission simultaneously.

Tuition Remission – Frequently Asked Questions

What is tuition remission?

Tuition remission is a university benefit that allows employees and their dependents to take courses **tuition-free**. Eligibility requirements and restrictions apply to both employees and dependents.

Employee Tuition Remission

How do I ensure I receive tuition remission?

After registering for classes, you **must submit a request in Workday** according to the Tuition Remission Submission Schedule.

- Eligibility will be reviewed
 - Notification is sent to the Bursar
 - Tuition remission is applied to your student account if approved
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Do I pay upfront and get reimbursed?

No. Tuition remission is applied directly to your account.

- You must submit your Workday request
 - Tuition only is covered; fees are your responsibility
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Why is there a remaining balance?

- Fees are not covered (student, bundled, etc.)
- Coverage is limited to:
 - 2 courses / 8 credit hours (80% FTE employees)
 - 1 course/ 4 credit hours (>40% FTE or contract faculty >40%FTE employees)
- Additional courses or credits must be paid out-of-pocket

Contact Bursar's Office at **852-6503** for account questions.

Does this apply to fixed tuition programs (e.g., MBA)?

Yes.

- Equivalent of:
 - 2 courses (full-time employees)
 - 1 course (part-time/contract faculty)
 - Applied as **6 credit hours per semester**, up to **18 per year**
 - Rate is based on total program cost ÷ required degree credit hours
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Is tuition remission taxable?

Yes for graduate tuition only. Amounts over **\$5,250 annually** are considered taxable income under IRS guidelines.

If I retire, will I still receive tuition remission?

No. However, under **KRS 164.2843**, Kentucky residents age 65+ may qualify for tuition and fee waivers at public institutions.

- Contact the Bursar's Office for details
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If I retire from the University, will I still receive tuition remission myself?

No. However, under **KRS 164.2843**, individuals **age 65 or older** who are residents of Kentucky may have **tuition and fees waived** at state-supported institutions.

- Retirees should contact the Bursar's Office directly for details.
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Dependent Tuition Remission

How do I request tuition remission for my dependent?

After your dependent has **applied, been admitted, and registered for classes**, you must:

- Submit a **Dependent Tuition Remission request in Workday, according to the Tuition Remission Submission Schedule**
 - You must submit a request **every semester in Workday**
- Provide the student's **UofL ID number**

How is tuition remission applied for my dependent?

Once your dependent is registered submit the request in **Workday**, following the Tuition Remission Submission Schedule

- HR will review for eligibility and if approved, tuition remission will be applied to the dependent's account by the Bursar. You will receive notice from Human Resources following the review of eligibility.

Does a dependent have to be degree-seeking?

No. Dependents may enroll as **non-degree/visiting students**, including summer or winter terms.

- They must still **apply, be admitted, and register for classes** before remission can be requested in Workday.

What is considered a dependent child? Does dependent tuition remission apply to stepchildren?

Yes, if the employee:

- Claims the child for tax purposes, **or**
- Certifies they provide **more than 50% of the child's support**

Is dependent tuition remission considered taxable income?

No. Dependent tuition remission is **not considered taxable income**.

If I retire, become disabled, or pass away, will my dependents still receive tuition remission?

Yes, under the following conditions:

- **Employees hired before July 1, 2011:** Dependents remain eligible regardless of years of service.
 - **Employees hired on or after July 1, 2011:** Dependents remain eligible if the employee has **at least 5 years of continuous service**.
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If I am a retiree, how do I request dependent tuition remission?

- **Please contact HR at 852-7549 or hrrservices@louisville.edu**