

Information

Tuition Remission

Effective

May 8, 2008

Number

PER-7.02

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

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History

Revision Date(s): July 1, 2011; February 6, 2018; March 6, 2019; August 31, 2020; December 7, 2021 (minor edits); August 24, 2022 (minor edit); April 9, 2026 (minor revision)

Reviewed Date(s): March 9, 2016; February 6, 2018; March 6, 2019

Categories

Statement:

A. Tuition Remission for Employees.

1. All regular/provisional 80% FTE or above employees are eligible to take up to two courses (not counting associated labs as separate courses) up to eight credit hours at the University of Louisville (UofL) tuition free each semester, i.e., spring semester, summer semester, and fall semester (including winter session); not to exceed 18 credit hours per year. These hours may not be accumulated. The individual must be a regular or provisional 80% FTE or above employee of UofL on the first day of class for the semester as determined by the Registrar to be eligible for this benefit.
2. All regular/provisional employees working at least 40% FTE but less than 80% FTE are eligible to take up to one course (not counting associated labs as separate courses) up to four credit hours at UofL tuition free each semester, i.e. spring semester, summer semester, and fall semester (including winter session); not to exceed nine credit hours per year. These hours may not be accumulated. The individual must be a regular or provisional 40% FTE or above employee of UofL on the first day of class for the semester as determined by the Registrar to be eligible for this benefit.
3. Contract faculty working at least 40% FTE are eligible to take up to one course (not counting associated labs as separate courses) up to four credit hours at UofL tuition free each semester, i.e. spring semester, summer semester, and fall semester (including winter session); not to exceed nine credit hours per year. These hours may not be accumulated. The individual must be a contract faculty working at least 40% FTE or above on the first day of class for the semester as determined by the Registrar to be eligible for this benefit.

4. Active duty military personnel assigned to a UofL ROTC Detachment shall be construed as regular/provisional employees, as provided in paragraphs 1 or 2 above, for the purpose of employee tuition remission benefits.

5. Employee tuition remission shall include 100% of in-state undergraduate, graduate, or professional program tuition at UofL, including any tuition differential that applies to distance education courses, but excluding course fees, graduation fees, or regular student fees. Effective Fall Semester 2011, employee tuition remission shall also exclude mandatory student fees bundled in tuition. Tuition remission may be used for credit courses offered during regular semesters (whether taken for credit or taken for audit), but may not be used for non-credit continuing education courses.

6. In order to maintain eligibility to receive tuition remission benefits in a succeeding semester, employees must remain in good standing with an overall GPA of 2.0 or higher.

If an employee fails to meet this performance standard, the employee must enroll in, pay for, and attain satisfactory performance (as above) to re-establish eligibility to receive tuition remission benefits. Withdrawals, which do not result in a refund of 100% of tuition paid, shall constitute unsatisfactory performance for the semester.

B. Tuition Remission for Dependent Children.

1. Emancipated children of regular, full-time faculty and staff (at 100% FTE) appointed prior to February 1, 1966 may take courses at UofL toward their first undergraduate degree tuition-free.

2. Dependent children of regular, faculty or staff at 80% FTE or greater may take courses at UofL toward their first undergraduate degree tuition-free provided that:

1. The employee was hired prior to July 1, 2011 and is a regular employee at 80% FTE or greater on the first day of class for the semester (with no continuous service requirement); or the employee was hired on or after July 1, 2011, is a regular employee at 80% FTE or greater on the first day of class for the semester, and has one year of continuous service on the first day of class for the semester.
2. The employee provides evidence that he or she is claiming the child for tax purposes or certifies in writing that the employee is providing more than 50% of

the child's support.

3. If an employee hired prior to July 1, 2011 becomes permanently disabled, retires or dies, his or her children shall continue to be eligible for tuition remission benefits (regardless of length of service). If an employee hired on or after July 1, 2011 has five years of continuous service and becomes permanently disabled, retires or dies, his or her children shall continue to be eligible for tuition remission benefits.

3. For the purpose of tuition remission, dependent children shall be eligible for tuition remission through the end of the semester in which they attain the age of 26.

The Human Resources department will be responsible for verifying the eligibility of dependent children during the first semester in which the child is enrolled. The enrollment of a child under the tuition remission program who is subsequently determined to be ineligible shall be construed as misappropriation of university funds and the sponsoring employee will be subject to discipline, including dismissal, and the forfeiture of any tuition remission benefits previously received.

4. Dependent children tuition remission shall include 100% of in-state undergraduate tuition, but shall exclude course fees, graduation fees, or regular student fees. Effective Fall Semester 2011, dependent tuition remission shall also exclude mandatory student fees "bundled" in tuition and any tuition differential that applies to distance education courses.

5. Effective Fall Semester 2012, total tuition remission benefits for a dependent child (regardless of the sponsoring employee's hire date) shall be limited to 144 credit hours attempted (including credit hours transferred to UofL, if any).

Note: The children of military personnel assigned to a UofL ROTC Detachment are not eligible for tuition remission.

C. Tuition Remission for Faculty Spouses.

1. Spouses of regular status full-time (100% FTE) faculty members who were hired prior to July 1, 1978 and who have had continuous, regular, full-time employment since July 1, 1978 may take three credit hours at UofL tuition-free each semester. There is no tuition remission for spouses of regular, full-time faculty who were hired on or after July 1, 1978. Eligible faculty members as of July 1, 1992, will retain this benefit as long as their employment is at least 80% FTE or above.

2. If an eligible employee becomes permanently disabled, retires, or dies, his or her spouse is still eligible for the tuition remission benefit at UofL.

ADDITIONAL CONTROLLING PROVISIONS

As adopted by the Board of Trustees June 22, 1998, UofL expressly reserves the right to alter or abolish the Tuition Remission benefit at any time in the future by action of its Board of Trustees except to the extent of prior contractual obligations for tuition remission to:

A. Emancipated children of current full-time regular status faculty or staff (at 100% FTE) employed prior to February 1, 1966 for courses at UofL counting toward their first undergraduate degree (as provided in Paragraph B.1 of this policy);

B. Dependent children of current regular status faculty or staff who were employed at 100% FTE prior to July 1, 1978, and who continue to be employed at least 80% FTE, for courses at UofL counting toward their first undergraduate degree (as provided in Paragraph B.2. of this policy); and

C. Spouses of regular status faculty members who were employed at 100% FTE prior to July 1, 1978, who have been continuously employed since July 1, 1978, and who continue to be employed at least 80% FTE, may take three credit hours tuition-free each semester (as provided in Paragraph C.1. of this policy).

Responsibilities:

The President or the Vice President for Human Resources, as the President's designee, exercises authority to interpret and implement the Tuition Remission policy.

Forms/Online Processes:

The online forms for tuition remission can be found on our [Tuition Remission site](#).