



## Tuition Remission Guidelines

### Benefits:

Tuition remission benefits at the University of Sioux Falls are based on the length of employment and are determined by the USF Human Resource Office. Tuition remission is a benefit to eligible employees - all employees must pay a minimum of 10% of the Comprehensive Educational Fee, however, the total amount of benefit is determined cooperatively by the USF HR Office and the USF Financial Aid Office. Refer to the USF Administrative Handbook for details of the program.

In order to receive tuition remission benefit and have that benefit appear as a credit toward tuition charges in the USF Student Accounts Office, employees must complete a "USF Tuition Remission Application" **each term** and submit the form to the Human Resource Office for consideration.

The Human Resource Office determines the maximum tuition remission benefit available for the academic year and submits that form to the USF Financial Aid Office. The Financial Aid Office then creates a financial aid award for the student showing the tuition remission benefit amount as the **total amount of Institutional Aid** (Institutional aid includes scholarships for academics, music, theatre or athletic participation, etc.).

### Accepting Tuition Remission Benefits:

I understand by signing the USF Tuition Remission Application that I must follow the Tuition Remission Policy of the University of Sioux Falls:

- If I do not "pass" the course for which the tuition remission was given, or "drop out" of the course after the second week of class during a fall or spring semester (or after the 3<sup>rd</sup> day of a summer course), I will be required to pay an administrative fee of \$50 for that course/class.
- Students who are receiving federal Title IV financial aid and withdraw from class(es) must follow any and all regulations in regards to the federal return of title IV funds calculation with repayments to federal programs allocated under USF policy.
- I may take up to 12 undergraduate credit hours at USF without being accepted for admission. At the point I reach 12 cumulative undergraduate credit hours, I must apply and be accepted for admission.
- If I receive eligible funding from other/outside sources, that will be the primary tuition assistance and USF funding will be the secondary source for tuition assistance.
- The amount of Institutional Aid listed on my USF Financial Aid Award Notification Letter is the maximum amount of Institutional Aid available to me (Institutional aid includes scholarships for academics, music, theatre and athletic participation, etc.).
- The amount of tuition remission benefit I receive may be used from September through August. Therefore, if the full amount of the benefit is used during the fall and spring semesters, no additional benefit will be available for the summer session(s).
- The maximum benefit for tuition remission is the equivalent of four academic years of study.
- If I choose to attend classes full-time at USF, my tuition remission benefit may be applied toward credits up to and not more than 16 credit hours each semester (over 16 hours are considered "overload").
- I am responsible for all additional student fees required by the University such as, but not limited to, application fees, student fees, Internet fees, graduation fees, etc...
- I am encouraged by the University to file a Free Application for Federal Student Aid (FAFSA) to help cover any additional costs.
- **I must inform the USF Financial Aid Office of any change in enrollment such as dropping or adding of classes/courses during the semester(s) that tuition remission benefits are being used.**
- I must complete a Tuition Remission Application for **each** term/semester for which I intend to take classes.