# Employee Tuition Waiver Benefit

## For Credit-Bearing Courses Taken at the University of Rochester

### Plan-at-a-Glance

| Eligibility * | Regular Full-Time Faculty/Staff: Upon completion of 1 year of full-time service in the previous relevant period of full-time service, faculty or staff member must have been appointed for a full year in an eligible status. Regular Part-Time Staff: Upon completion of 2 years of part-time service where each year of part-time service must be at least 50% of full time. The employee tuition waiver benefit is based on the current salary** (see salary bands below) of the full-time faculty/staff member at the beginning of each relevant period (e.g. semester/quarter) for up to two credit-bearing courses taken at the University of Rochester, if such course is deemed by the employee’s immediate supervisor either to be related to the employee’s job at the University or part of a degree plan that would prepare the employee for a future job within the University.^
| Regular Full-Time Faculty/Staff*** | The employee tuition waiver benefit is based on the current salary** (see salary bands below) of the full-time faculty/staff member at the beginning of each relevant period (e.g. semester/quarter) for up to two credit-bearing courses taken at the University of Rochester, if such course is deemed by the employee’s immediate supervisor either to be related to the employee’s job at the University or part of a degree plan that would prepare the employee for a future job within the University.^
| Regular Part-Time Staff | The employee tuition waiver benefit is based on the current salary** (see salary bands below) of the part-time staff member at the beginning of each relevant period (e.g. semester/quarter) for one credit-bearing course taken at the University of Rochester, if such course is deemed by the employee’s immediate supervisor either to be related to the employee’s job at the University or part of a degree plan that would prepare the employee for a future job within the University.^
| Salary Bands | **Regular Full-Time Faculty/Staff and Part-Time Staff Earning: < $46,300 (Employee Tuition Salary Band 1):**  
95% Tuition Waiver  
**Regular Full-Time Faculty/Staff and Part-Time Staff Earning: $46,300-$115,400 (Employee Tuition Salary Band 2):**  
90% Tuition Waiver  
**Regular Full-Time Faculty/Staff and Part-Time Staff Earning: > $115,400 (Employee Tuition Salary Band 3):**  
80% Tuition Waiver  

The annual index for the salary bands are based on changes in the national average wages as reported by the Bureau of Labor Statistics.
| For Other Courses | 70% tuition waiver for two credit-bearing courses (one for part-time staff) per semester/quarter.^
| Grandfathering of Employee Tuition Waiver Benefit | Regular full-time faculty/staff and regular part-time staff who were receiving tuition benefits for and matriculated into a program no later than Summer 2013 semester/quarter will be eligible to continue to receive their previous level of benefit (either a 100% or 80% tuition waiver for up to two credit-bearing courses per semester/quarter) through completion of their degree or the end of the Spring 2017 semester, whichever comes first (matriculation must be maintained throughout the grandfathering period).^
Eligible faculty/staff will need to sign the grandfather certification on their Employee Tuition Waiver Application.

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*The University reserves the right to modify, amend or terminate the Employee Tuition Waiver Benefit at any time. This document provides only a summary of the main features of the plan. Detailed information on the benefit plans is available on the Benefits website [www.rochester.edu/benefits](http://www.rochester.edu/benefits). A paper copy of this information is available free from the Benefits Office.*

*Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.*

**For an hourly-paid staff member, annual salary is standard annual hours times the hourly rate of pay; for a salaried faculty or staff member, annual salary is 12 times the regular monthly salary or 24 times the regular semi-monthly salary. For a faculty member under the School of Medicine and Dentistry Faculty Compensation Plan, annual salary means “targeted net income.”

*** The Policy #305 tuition benefit will remain the same.

^Active employment in an eligible status must be maintained through the completion of the course and the faculty or staff member must successfully complete the course. If these criteria are not met, the faculty or staff member will be responsible for the payment of the course and any related late fees.

Strong Memorial Hospital Residents and Fellows and Departmental Fellows will receive the 95% Tuition Waiver Benefit.