

**Employee Tuition Waiver Benefit
for Credit-Bearing Courses Taken at the University of Rochester
Plan-at-a-Glance**

8/18

<p>Eligibility (Individuals represented by collective bargaining agreements receive benefits in accordance with those agreement).</p>	<p>Regular Full-Time Faculty/Staff: Upon completion of 1 year of full-time service Regular Part-Time Staff: Upon completion of 2 years of part-time service</p> <ul style="list-style-type: none"> Regular Part-Time Faculty and Part-Time Senior Administrative Staff in Salary Grades 58 and above are <u>not</u> eligible for tuition benefits. Full-time Strong Memorial Hospital Residents and Fellows and full-time Departmental Fellows are eligible upon appointment for tuition waiver of two credit-bearing courses per semester or quarter <u>only</u> at the University of Rochester.
<p>Regular Full-Time Faculty/Staff</p>	<p>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.**</p>
<p>Regular Part-Time Staff</p>	<p>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.**</p>
<p>Salary Bands</p>	<p>Regular Full-Time Faculty/Staff and Part-Time Staff Earning: < \$50,000 (Employee Tuition Salary Band 1):</p> <ul style="list-style-type: none"> ➤ 95% Tuition Waiver <p>Regular Full-Time Faculty/Staff and Part-Time Staff Earning: \$50,000-\$124,000 (Employee Tuition Salary Band 2):</p> <ul style="list-style-type: none"> ➤ 90% Tuition Waiver <p>Regular Full-Time Faculty/Staff and Part-Time Staff Earning: > \$124,000 (Employee Tuition Salary Band 3):</p> <ul style="list-style-type: none"> ➤ 80% Tuition Waiver <p><i>The annual index for the salary bands are based on changes in the national average wages as reported by the Bureau of Labor Statistics.</i></p> <p><i>Full-Time Strong Memorial Hospital Residents and Fellows and Full-Time Departmental Fellows will receive the 95% Tuition Waiver Benefit.</i></p>
<p>For Other Courses</p>	<p>70% tuition waiver for two credit-bearing courses (one for part-time staff) per semester/quarter.**</p>
<p>Eastman Community Music School</p>	<p>Upon completion of one year of full-time service or two years of part-time service, regular full-time faculty and regular full-time and part-time staff are eligible for a 25% reduction in charges for musical instruction through the Eastman Community Music School.</p>
<p>How to Apply</p>	<p>Complete an Employee Tuition Waiver Application and submit it to the Office of Total Rewards no later than 30 days from the start of the course(s).</p>

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 Total Rewards website Rochester.edu/totalrewards. A paper copy of this information is available for free from the Office of Total Rewards.

*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 faculty members under the School of Medicine and Dentistry Master Clinical Faculty Compensation Plan, annual salary means “Targeted Salary.”

**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.