

**WASHINGTON UNIVERSITY
EMPLOYEE TUITION ASSISTANCE PLAN
JULY 1, 2020**

Introduction: The Washington University Employee Tuition Assistance Plan (the “Plan”) provides tuition assistance benefits to Full-time Employees for Eligible Courses offered in the undergraduate and graduate programs at Washington University (the “University”).

Eligible Employees: To be eligible for employee undergraduate and graduate tuition assistance benefits, the employee must:

- a) be a regular Full-Time Employee of the University or a Participating Employer who is actively at work, on an approved leave of absence; provided, that individuals who are participating in the University’s phased retirement program for tenured or clinician track faculty are treated as Full-Time Employees for purposes of the Plan until the date of their retirement; and provided, further, that individuals whose employment is incidental to their educational or training programs are not eligible for the Plan (such individuals include without limitation, post-doctoral appointees who have earned Ph.D., M.D., or equivalent terminal or doctoral degrees and who are in a training or transitional period of limited duration under the supervision of a faculty member or a department preparatory to an academic, industrial, governmental or other full-time research or teaching career);
- b) be eligible for University provided benefits;
- c) be continuously employed by the University in a full-time, benefit eligible position for one Year of Service prior to the first day of classes
- d) meet the normal admission standards of the University; and
- e) submit the appropriate request for tuition form, along with all required and requested supplemental information (including written approval from the employee’s supervisor if required), prior to the first day of classes for the semester for which tuition assistance benefits are sought.

If a currently Eligible Employee terminates his or her employment with the University after classes begin for the current academic semester, the employee will receive benefits for that current academic semester but not for any future academic semesters.

To Remain Eligible: To remain eligible for graduate or undergraduate tuition assistance, the Eligible Employee must:

- a) remain enrolled through the completion of the course; and
- b) receive a passing grade for the course.

If an employee fails to complete the course in which he/she enrolled and does not have a passing grade posted for such course within 60 days after the end of the semester, the employee will no longer be considered an Eligible Employee for the Plan, will be obligated to repay the benefit to the University, and will be solely responsible for any applicable penalties and fees. The repayment obligation may be waived, in the sole discretion of the Plan

Administrator, if the employee fails to complete a course for medical reasons that prevent the employee from attending classes. Such waivers will be rare.

Definitions:

- a) **"Break in Service"** means:
 - 1) Changing to an ineligible position for more than 90 days; or
 - 2) Terminating employment at the University for more than 90 days, except that regular employees who become full-time students or postdoctoral fellows at the University will not have their time spent as a full-time student or postdoctoral fellow at the University considered as a Break in Service; the time the employee is a student or fellow is not counted as Service, but the Service prior to that period is not excluded.

- b) **"Eligible Courses"** means the following:
 - 1) Courses offered through the evening programs, beginning at 4:00 p.m. Central Time and after for Full-Time Employees who are regularly scheduled to work during the day;
 - 2) Courses offered through the day programs for Full-Time Employees who are regularly scheduled to work during the evening and night shifts (subject to verification);
 - 3) Courses offered through the evening and day programs during the summer semester for Full-Time Employees who are regularly scheduled to work nine months or more, but fewer than twelve months;
 - 4) Graduate courses offered through part-time evening programs, which occur as a Friday through the weekend format (the employee is required to utilize a vacation day for the Friday portion of the course and part-time evening programs that include Monday through Thursday classes before 4:00 p.m. Central Time will not be covered); and
 - 5) Undergraduate and graduate courses offered through a condensed, intense format (the employee is required to utilize vacation time and obtain supervisor approval for the absence from work).

- c) **"Full-time Employee"** means
 - 1) a regular or visiting faculty member who works 100% of the required full-time workload and is benefits eligible; or
 - 2) a staff member who regularly works 37 1/2, or more, hours per week and is benefits eligible.

- d) **"Participating Employers"** means the University and any business entity wholly owned by the University that is designated by the University as a participating employer in this Plan.

- e) **“Service”** includes regular full-time service at the University, but excludes Service prior to a Break in Service, and at the Howard Hughes Medical Institute.

Benefits:

Undergraduate Tuition — The Plan pays 100% of the current tuition charges for Eligible Courses, and is limited to seven credit hours per semester.

Graduate Tuition (excluding nursing tuition)—The Plan pays 50% of the current tuition charges for Eligible Courses, includes independent study, directed research and preliminary courses required for admission to a degree program, and is limited to seven credit hours per semester except that the foregoing seven credit hours per semester limitation does not apply to the accelerated Executive MBA program.

Administration:

Amendment of Plan --. The Plan may be amended or modified at any time and from time to time by the Plan Administrator.

Termination of Plan -- The Plan may be terminated at any time for any reason by the University.

Plan Administration -- The Vice Chancellor for Human Resources is the Plan Administrator. The Plan Administrator shall have sole discretionary responsibility for the interpretation of the Plan and for performing other duties required for the operation of the Plan. Any action taken on any matter within the discretion of the Plan Administrator shall be made in its sole and absolute discretion and shall be final, conclusive and binding on all parties.

THE WASHINGTON UNIVERSITY

Legail Chandler 7/1/2020

Legail Chandler
Vice Chancellor for Human Resources