

**WASHINGTON UNIVERSITY**  
**SPOUSE/DOMESTIC PARTNER TUITION ASSISTANCE PLAN**  
**July 1, 2020**

**Introduction:** The Washington University Spouse/Domestic Partner Tuition Assistance Plan (the "Plan") provides undergraduate tuition assistance benefits to the spouses/domestic partners of Full-time Employees on the terms and conditions described below.

**Employee Eligibility:** For the spouse or domestic partner of an employee to be eligible for undergraduate tuition assistance benefits offered by the University, the employee must:

- a) be a regular Full-Time Employee of Washington University (the "University") or a Participating Employer who is actively at work or 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:
  - i. one (1) Year of Service prior to the first day of classes for undergraduate courses offered through evening programs at the University, and
  - ii. five (5) consecutive Years of Service prior to the first day of classes for all other undergraduate courses offered through the University
- d) submit the appropriate request for tuition form, along with all required and requested supplemental information, 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 spouse/domestic partner will receive the benefits for the current academic semester but not for any future academic semesters.

**Spouse/Domestic Partner Eligibility:** To be eligible for spouse/domestic partner undergraduate tuition assistance benefits, the spouse/domestic partner must:

- a) meet the normal admission standards of the University, and
- b) be listed in the employee's personnel record as his/her "spouse/domestic partner."

**To Remain Eligible:** To remain eligible for undergraduate tuition assistance, the eligible spouse/domestic partner must:

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

If a spouse/domestic partner fails to complete the course in which he/she enrolled within 60 days after the end of the semester, or fails to receive a passing grade for such course, the spouse/domestic partner will no longer be considered eligible for the tuition benefit, 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 spouse/domestic partner fails to complete a course for medical reasons that prevent the spouse/domestic partner 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) **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 37½ or more hours per week and is benefits eligible.

- c) **Participating Employer** 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.
- d) **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.
- e) **Year of Service** means a 12-month period of Service.

**Benefits:**

The plan pays 50% of the current undergraduate tuition charges.

**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

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Vice Chancellor for Human Resources