



## **UNIVERSITY OF THE PACIFIC TUITION REMISSION POLICY FOR FACULTY AND STAFF**

The purpose of this program is to enable an employee, spouse/domestic partner, or eligible children of an employee of the University to attend University of the Pacific with reduced tuition. The policies related to this program are as follows:

### **I – EMPLOYEE**

A faculty member or staff employee is eligible to enroll in classes under the tuition remission program effective the beginning of the semester following a one year waiting period. This waiting period pertains only to those hired on or after October 1, 2005. The tuition remission plan permits up to 90% remission of tuition charges for full-time faculty and staff.

Tuition remission does not apply to course fees or other applicable fees such as the health fee, student association fee, or other similar fees. The health fee may be waived if the employee has coverage under one of the University's employee medical plans. Eligibility shall be determined solely by the University. *Full-time* is defined as being employed 100% for at least nine (9) months per year. A *part-time employee* appointed for a minimum of 20 hours per week, for at least 9 months per year, is eligible for benefits in direct proportion to the amount of time worked during the fiscal year.

### **II – SPOUSE/DOMESTIC PARTNER**

The spouse/domestic partner of an employee is eligible if the couple is currently married and/or living together in a qualified domestic partnership. Eligibility is effective the beginning of the semester following the employee's one year waiting period (See Section I). The Tuition Remission Program permits partial remission in accordance with the levels stated in Section IV. The health fee may be waived if the spouse/domestic partner is covered under one of Pacific's employee medical plans. The University reserves the right to require reasonable verification to demonstrate eligibility for the spouse/domestic partner. Eligibility shall be determined solely by the University.

The Tuition Remission Program applies to academic work taken by the spouse/domestic partner through the first earned bachelor's, masters, or doctor's degree at University of the Pacific, as well as the first earned State of California Educational Credential. Should the employee be employed at University of the Pacific for ten or more years, the spouse/domestic partner is eligible for a second credential.

### **III – ELIGIBLE CHILDREN**

In addition to natural children, eligible children include foster children, stepchildren and adopted children who have lived in the home of the employee or the employee's spouse/domestic partner for at least five consecutive years immediately prior to admission. An exception shall be made for a child who has left the home to attend another college or university, to serve in the military or work, provided he or she did live with the employee or spouse/domestic partner for five years as a dependent and has not reached his or her 25<sup>th</sup> birthday by the beginning of classes. The University reserves the right to require reasonable verification to demonstrate eligibility for children. Eligibility shall be determined solely by the University.

Eligibility is effective the beginning of the semester following a one year waiting period (see Section I). Tuition remission applies to academic work taken by the eligible child through the first earned bachelor's, masters, or doctor's degree at University of the Pacific, as well as a first earned State of California Educational Credential.

### **IV – TUITION REMISSION LEVELS**

The tuition remission levels for spouse/domestic partner and eligible children are on a graduated scale based upon the employee's completed years of service with University of the Pacific or another four-year accredited college or university within the United States of America (or a foreign college or university recognized by the Western Association of Schools and Colleges) within 12 months immediately proceeding your employment at University of the Pacific. A part-time employee's spouse/domestic partner and eligible children will have benefits for tuition remission in direct proportion to the amount of time worked by the employee during the fiscal year.

#### **For Attending University of the Pacific - Stockton Campus Only**

<b>Employee's Completed Years of Service</b>	<b>Tuition Reduction for Spouse/ Domestic Partner &amp; Children</b>
0 to 1 year	0%
1 to 2 years	20%
2 to 3 years	40%
3 years to 4 years	60%
4 years to 5 years	80%
5 years or more	90%

## **McGeorge School of Law – Sacramento Campus**

### **Full-Time Employees:**

Effective the beginning of the semester following the one (1) year waiting period (See Section I), a full-time employee receives a tuition remission benefit of 25% at McGeorge School of Law. This applies to tuition only and not applicable fees, course fees, books, etc.

### **Part-Time Employees**

Effective the beginning of the semester following the one (1) year waiting period (see Section I), part-time employees working a minimum of 20 hours per week, 9 months per year, receive a tuition benefit at McGeorge School of Law. The reduction is based on the employee's full-time equivalency (FTE).

<b>% of Time Worked By Employee</b>	<b>Tuition Remission % Based on FTE</b>
50% Exempt/Non-Exempt Working 40 Hours Per Week	12.50%
53% Non-Exempt (20 Hours Minimum)	12.50%
75% Exempt/Non-Exempt	18.75%
100% Exempt/Non-Exempt	25.00%

### **Eligible Dependents**

Effective the beginning of the semester following the one (1) year waiting period (see Section I), dependents of employees can receive the following reduction of tuition at McGeorge School of Law. The reduction below is based on the employee's full-time equivalency (FTE). Remission for dependents of part-time employees will be prorated in direct proportion to the amount of time worked.

<b>Employee's Completed Years of Service</b>	<b>Tuition Remission % Allowed for Eligible Dependents</b>
Less than One Year	0%
First to Second Year	5%
Second to Third Year	10%
Third to Fourth Year	15%
Fourth to Fifth Year	20%
More Than Five Years	25%

## **V – OVERALL PROGRAM COMPONENTS**

A. Eligibility for tuition remission is effective the beginning of the semester following one year of employment (see Section I) subject to other requirements stated within this policy.

B. In the event the faculty member or staff employee is employed part-time, tuition remission benefits will be granted according to provisions outlined within this policy, in direct proportion to the amount of time employed during the fiscal year. For example, an employee who works part time would receive a proportion of allowable remission of tuition. The spouse/domestic partner and children of part-time faculty or staff would receive a proportion of allowable tuition remission in accordance with Section IV – Tuition Remission Levels. In these situations, two factors must be taken into consideration: the amount of time employed and the length of service of the employee.

C. If an employee terminated employment, any tuition remission approved for the employee and his or her spouse/domestic partner and/or eligible children prior to the employee's termination will be granted for the duration of the current semester, provided the employee has worked at least five (5) weeks into the current semester at the time of termination. If not, the amount owed for tuition will be prorated from the date of termination until the end of the semester.

D. Tuition remission **does apply** to degree programs at University of the Pacific's Stockton Campus and McGeorge School of Law but **does not apply** to Pacific's Arthur A Dugoni School of Dentistry, Lifelong Learning Courses or workshops.

E. After the one year waiting period, full-time or part-time staff may take classes during normal duty hours if a modified work schedule is arranged and approved by the appropriate vice-president. However, the work schedule must be developed so that the best interests of the University are served. Compensation is based on hours worked.

F. In the event of death or disability of an eligible employee with ten years of service, the tuition remission program shall remain operative for the eligible children and spouse/domestic partner.

G. If a tenured faculty member or staff employee retires after age fifty-five with at least twenty years of University service, the tuition remission program shall remain operative for spouse/domestic partner and eligible children.

H. Eligible children attending a Pacific sponsored undergraduate overseas program or school exchange will be eligible for tuition remission at the University's tuition rate in the same proportion as stated in Section IV – Tuition Remission Levels.

I. Any course for which an eligible employee or dependent has the qualification may be audited at no charge subject to the permission of the faculty teaching the course and space availability.

J. When students receive other sources of payment for tuition (scholarships, grants, assistantships, etc.) the total combined with tuition remission will not exceed 90%.

## **VI. Tuition Exchange**

The University is a member of the Tuition Exchange Program in association with certain other colleges and universities. The Tuition Exchange Program will not be available to eligible children until the employee has met the eligibility and service requirements of the policy. Additional information about the Tuition Exchange Program can be obtained from the Office of Financial Aid on the Stockton Campus at (209) 946-2421. You can also visit the web site for participating schools at [www.tuitionexchange.org](http://www.tuitionexchange.org).

Further information about Tuition Remission may be obtained from the Department of Human Resources.

## Exhibit A

Following is a table indicating the percentage of tuition remission that could be received by an employee and/or eligible dependents based on the employee's full-time equivalency. Each application is calculated on an individual basis.

Employee Years  
Of Service

Stockton Campus

McGeorge Campus

Employees	YOS	100% FTE	75% FTE	50% FTE	100% FTE	75% FTE	50% FTE
	<1	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	1-2	90.0%	67.5%	45.0%	25.0%	18.8%	12.5%
	2-3	90.0%	67.5%	45.0%	25.0%	18.8%	12.5%
	3-4	90.0%	67.5%	45.0%	25.0%	18.8%	12.5%
	4-5	90.0%	67.5%	45.0%	25.0%	18.8%	12.5%

Spouse/  
Dependent

YOS	100% FTE	75% FTE	50% FTE	100%FTE	75% FTE	50% FTE
<1	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
1-2	20.0%	15.0%	10.0%	5.0%	3.8%	2.5%
2-3	40.0%	30.0%	20.0%	10.0%	7.5%	5.0%
3-4	60.0%	45.0%	30.0%	15.0%	11.3%	7.5%
4-5	80.0%	60.0%	40.0%	20.0%	15.0%	10.0%
5-6	90.0%	67.5%	45.0%	25.0%	18.8%	12.5%

