




National University of Health Sciences General Policies

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 _____ President	Date	06/09/15 _____		

POLICY STATEMENT

Employees of National University of Health Sciences (NUHS) and/or its successor institutions, and their spouses and children may be entitled to tuition remission for education programs offered by the University. In order to qualify, an individual must meet all standards for admissions and be accepted to the program through normal admissions procedures.

Employees may not enroll in any program which would materially interfere with the performance of their assigned duties.*

Employees or family member benefiting from tuition remission under this policy may be subject to government taxes in accord with current laws.

The University reserves the right to limit the number of employees or family members receiving tuition remission in any course or program.

Employee Classification	Years Employed	% Remission	Trimesters
Executive Administrators (5)	n/a	100%	All**
Full Time Faculty (5)	n/a	100%	All**
Part Time Faculty (1)	Less than 10 yrs	50%	All**
Part Time Faculty (2)	Less than 10 yrs	25%	All**
Part Time Faculty (5)	Greater than 10 yrs	100%	All**
Postgrad Faculty (4)	N/A	100%	All**
Full Time Staff (5)	5 yrs to 10 yrs	50%	All**
Full Time Staff (5)	Greater than 10 yrs	100%	All**
Part Time Staff (3)	Greater than 5 yrs	25%	All**

(1) Has taught six (6) or more contact hours per week during the three (3) immediately preceding trimesters.

(2) Has taught less than six (6) contact hours per week during the three (3) immediately preceding trimesters.

(3) Must have worked twenty or more hours per week for the past twelve (12) months and continue to do so during the period of remission.

(4) Part Time Postgrad Faculty would be eligible to enroll in non-degree seeking postgraduate education courses only for four months from the latest contract end date. Family member tuition remission is not offered to Part Time Postgrad Faculty.

(5) All educational programs and proprietary PG/CE courses of National University of Health Sciences

* Permission of the employee's supervisor is required and, in the event that classes meet during the employee's normal working hours, the time must be made up.

** Remission ends at the end of the trimester in which the employee's employment at the University ceases.

Note: Family member tuition remission eligibility is based on the NUHS employee's employment classification and years employed.

If employee resigns, tuition is automatically withdrawn at the end of that trimester.

For Part Time Faculty and Full Time Staff, if an employee progresses from nine (9) to ten (10) years of uninterrupted employment, the tuition automatically becomes full tuition for as long as said employee remains in uninterrupted employment.