

PEPPERDINE UNIVERSITY

TUITION BENEFITS (Updated 10/27/2004)

Eligible employees shall be granted the following benefits for themselves and for all members of their family who qualify under ELIGIBILITY:

- 50% tuition remission on courses taken in the University's undergraduate programs, with an additional benefit computed at the rate of five percentage points per year of employment. Thus an eligible employee would receive 100% tuition remission after ten years of employment.
- 25% tuition remission on courses taken in the graduate programs of the University's professional schools and Seaver College, with an additional benefit of five percentage points per year to a maximum of 75% tuition remission. Thus an eligible employee would be entitled to a 75% tuition remission after ten years of employment. Professional schools include the School of Law, the Graziadio School of Business and Management and the Graduate School of Education and Psychology and the School of Public Policy.
- For employees only, 100% tuition remission in the “space available program” in the Graziadio School of Business and Management's fully employed MBA and BSM programs limited to one course per trimester provided all program enrollment and participation requirements are met.

NOTE: A year of employment shall be interpreted as twelve months beginning with the first day of service in an eligible category.

For those employed prior to August 31, 1971, tuition discounts will be in accordance with the Manual of Standard Procedures dated May 1967, and the Faculty Handbook dated September 1970.

20.2. ELIGIBILITY

In order to be eligible for tuition benefits, the student must be in one of the following categories:

- A regular full-time member of the faculty who has been assigned a full load of teaching or equivalent service during two or more trimesters/semesters of the academic year.
- A regular full-time staff member who is continuously employed in a regular full-time position requiring at least forty (40) hours of work per week.
- The spouse of any of the above.
- A dependent son or daughter of any of the above, who is 25 years of age or younger. The child of an eligible employee will be considered a

dependent when he or she is considered a dependent for federal income tax purposes.

20.3 LIMITATIONS OF BENEFITS

The following limitations apply to the staff tuition benefit program:

- Students shall not receive a faculty/staff tuition benefit and other forms of unrestricted financial aid which, when combined, exceeds the cost of tuition.
- Benefits may not be granted after the last day of registration of the term for which benefits are claimed.
- Employees shall schedule their classes outside of regular working hours unless other arrangements are approved in writing and in advance by the Administration.
- An employee, spouse or dependent receiving tuition benefits shall be required to pay a registration fee, if any, for each session. In addition, all other fees provided for in the catalog shall be paid by the student.
- Remission benefits are not available for some programs including but not limited to field trips, workshops and seminars. Consult the Financial Aid Office for details.
- Some specialized courses and independent study courses require special equipment or materials. Employees or their dependents will pay the cost of such special equipment or materials.
- Remission benefits do not cover room and board charges.

20.4 PERSONNEL ON LEAVE OF ABSENCE

Employees on leave of absence from the University, and members of their family, shall not be eligible for tuition benefits except under one of the following conditions:

- When specifically approved in writing by the President of the University.
- During a Sabbatical Leave that has been approved by the President of the University.

If benefits are so granted, they shall not exceed those for which the employee and members of his or her family were eligible during the last trimester/semester of active service and employment with the University.

20.5 TUITION BENEFITS FOR DEPENDENTS OF DISABLED OR DECEASED EMPLOYEES

The University is eager to provide as much security for employees as is consistent with sound fiscal policies. In line with this intention, if an eligible employee who has served the University for three years or longer should become disabled or die while an employee of the University, any dependents of that employee will be granted full tuition benefits in

the undergraduate divisions of the University, provided such dependents are twenty-five years of age or under on the last day of registration.

20.6. BENEFITS TO EMPLOYEES WHO ARE TERMINATED OR WHO RESIGN

Pepperdine University grants no tuition remission benefits to administrators, faculty or staff members and/or their dependents when such employees have resigned or have been terminated with or without cause. (If the resignation/termination occurs after the last day of registration, benefits granted for that trimester will be honored.)

If an employee returns to the employ of the University at some later date, tuition benefits (only) will be computed on the basis of total years of service at the University.

20.7 APPLICATION FOR BENEFITS

An application form, available from the Financial Aid Office, must be filed with and approved by that office before a tuition discount may be credited to the student's account.

20.8. TAX IMPLICATIONS

Employees interested in the staff tuition remission program should be encouraged to investigate the possible tax implications of participation through their personal financial advisors.

20.9. RECIPROCAL TUITION REMISSION AGREEMENT AMONG CHRISTIAN COLLEGES

Pepperdine University has entered into an agreement with eight other senior colleges affiliated with the churches of Christ. Other participating institutions are:

- Abilene Christian University – Abilene, Texas
- Cascade Christian College – Portland, Oregon
- David Lipscomb University – Nashville, Tennessee
- Faulkner University – Montgomery, Alabama
- Freed-Hardeman College – Henderson, Tennessee
- Harding University – Searcy, Arkansas
- Lubbock Christian University – Lubbock, Texas
- Oklahoma Christian University – Oklahoma City, Oklahoma

The agreement provides qualifying children of eligible Pepperdine employees with 50% tuition remission at one of the other participating institutions. Interested employees should consult the complete text of the reciprocal agreement for statements of qualifications, benefits and limitations. Copies of the agreement are available in Center for Human Resources or Financial Aid.