



Tuition Assistance for Employees and Trustees & Tuition Exchange Policy

Board of Trustees policy approved December 9, 1992. Effective as of December 9, 1992.

Revision history: Administrative review and substantive edits approved January 24, 2022;
reviewed in November 2023.

Scheduled Review Date: August 2026 (General Counsel Office and Administrative Services Office)

A. Tuition Assistance at Southwestern Law School

Southwestern Law School provides tuition assistance to the children of full-time law school employees (excluding visiting faculty) to pursue a Juris Doctor degree at Southwestern.

Tuition assistance includes up to 100% tuition remission for the minimum number of credit hours required to complete the Juris Doctor degree. Tuition remission is available to the extent that scholarships or other funding from outside sources such as the federal government do not cover tuition. An eligible child must complete a financial aid application and disclose any scholarships from sources other than Southwestern.

Tuition assistance does not include mandatory or optional fees, tuition or fees for special education programs, or programs such as summer or semester-abroad programs, whether or not sponsored by Southwestern, or the non-law part of dual- or joint-degree programs offered with another institution of higher education. Tuition assistance is available for Southwestern's Online J.D. Program.

Except as described in Section B, eligibility begins after one year of full-time employment and continues for the duration of full-time employment. Employees may exercise the tuition assistance benefit immediately upon eligibility. If eligibility occurs during a semester, tuition payments required from the employee will be pro-rated accordingly.

Full-time faculty on Sabbatical Faculty Research Leave or other approved leave continue to be eligible for tuition assistance during the leave period.

Southwestern defines "children" as individuals born to or legally adopted by the employee, dependents under legal guardianships, and stepchildren. The age and marital status of child-applicants does not affect eligibility for tuition assistance.

Child-applicants are required to present documentation of their relationship to a full-time employee to the Registrar's office upon applying for tuition assistance. A photocopy or digital copy of the document used to verify eligibility must be submitted with each application for tuition remission. Examples of acceptable documents include a marriage license, birth certificate, or certification of adoption.

An eligible child must be admitted to the J.D. program through Southwestern's regular admissions process. The child is subject to all Southwestern academic policies, including probation and academic dismissal policies.

An otherwise eligible child must remain in good academic and disciplinary standing for the tuition remission to continue. If a child-applicant is disqualified from Southwestern for academic or disciplinary reasons, the child-applicant will be eligible for tuition assistance if readmitted to Southwestern. A child-applicant is not eligible for tuition assistance beyond two readmissions or restarts at Southwestern.

B. Children of Deceased, Totally Disabled, or Retired Employees

Upon the death, total disability, or retirement of a full-time employee, the employee's children will be entitled to receive tuition assistance as follows:

1. Children Enrolled at Southwestern

A child enrolled and in good academic and disciplinary standing at Southwestern at the time of an eligible employee's death or total disability will continue to receive tuition remission until the child earns the minimum number of credit

E. Taxation and Cash Value

Tuition assistance programs may be subject to federal, state, and local taxation. Any tax liability related to participation in this plan will be borne entirely by the Southwestern employee or child and not by Southwestern. Eligible Southwestern employees, Trustees, and children are not entitled to the cash value of tuition under the tuition assistance benefit. Southwestern will not remit payment to any eligible individual in lieu of tuition

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