

# SOUTHWESTERN LAW SCHOOL

## L O S A N G E L E S

### **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.**

**Scheduled Review Date: August 2023 (Office of General Counsel 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 that are not based on the Southwestern campus, 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.

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 policies regarding probation and academic dismissal.

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 hours required for the Juris Doctor degree.

A child of an employee who has retired after at least 15 years of full-time service to Southwestern will continue to receive tuition remission until the child earns the minimum number of credit hours required for the Juris Doctor degree.

A child of an employee who retires with less than 15 years of full-time service will continue to receive tuition remission until the end of the academic year during which the employee retires. At the end of the academic year, the tuition remission benefit will end. If the employee returns to full-time service at Southwestern, Southwestern will recognize prior full-time employment at Southwestern when determining the employee's total years of service.

### **2. Children Not Yet Enrolled at Southwestern**

A child of a deceased or totally disabled employee with at least five years of full-time service, or of a retired employee with at least 15 years of full-time service, at Southwestern, will be entitled to the same tuition remission privileges as children of full-time employees.

For children of a deceased or totally disabled employee with less than five years of full-time service at Southwestern, tuition assistance will be computed on the

basis of a one-fifth tuition remission for each year of the parent's full-time employment at Southwestern.

A child of an employee who retires with less than 15 years of full-time service will not be eligible for tuition remission.

**C. Tuition Exchange**

Southwestern is a member of the [Tuition Exchange](#), a non-profit corporation created to promote and administer reciprocal tuition assistance for children of full-time employees of higher educational institutions that are members of the Tuition Exchange.

Membership in the Tuition Exchange does not guarantee that any child of any Southwestern employee or Trustee will receive tuition assistance at another member institution, as the number of credits Southwestern receives is limited to the number of students enrolled at Southwestern from other member institutions. Less than 10% of Tuition Exchange member schools permit employee-dependents to use exchange credits for graduate or professional study.

On May 1 of each year, Southwestern will review all applications for Tuition Exchange tuition assistance. If the number of requests by Southwestern employees to participate in the program exceeds the number of credits available to Southwestern, Southwestern will distribute the available credits according to seniority by date of hire, or in the case of employees with identical seniority, by random draw. Children of full-time Southwestern employees have priority over children of Trustees. Southwestern may make a supplemental call for applicants if the credits available to Southwestern were not filled during the initial application process.

Please address questions about the Tuition Exchange program to the Administrative Services Office.

**D. Children of Trustees**

A child of a Board of Trustees member is eligible to participate in the tuition assistance program at Southwestern and the Tuition Exchange described above. Eligibility begins after one year of service on the Board and continues for the duration of active service on the Board. Trustees may exercise the tuition assistance benefit immediately upon eligibility. If eligibility occurs during a semester, tuition payments required from the Trustee will be pro-rated accordingly.

Eligible children of Trustees who no longer serve on the Board due to death, disability, or retirement will be subject to the provisions outlined above in Section B Children of Deceased, Totally Disabled, or Retired Employees.

**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 assistance.

**F. Policy Revisions**

Southwestern expressly reserves the right to change, modify, or cancel any aspect of this policy at any time, with or without prior notice.