

# SOUTHWESTERN LAW SCHOOL

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

### **Employee Tuition Remission Policy**

**Administrative policy approved April 6, 2022. Effective immediately.**

**Revision history: None; new policy.**

**Related policies: Tuition Assistance Policy**

**Scheduled Review Date: August 2024 (Administrative Services Office and General Counsel's Office)**

#### **A. Policy Overview**

A non-faculty Southwestern Law School employee who has met all admission requirements of the J.D. program, been admitted for enrollment at Southwestern, and met all eligibility requirements listed below may enroll in the Employee Tuition Remission Program ("ETRP"), subject to the limits described in Section D below.

Tuition remission includes up to 100% tuition remission for the minimum number of credit hours required to complete the Juris Doctor degree. Southwestern employees who apply for admission to Southwestern's J.D. program will be considered for scholarships on the same basis as other applicants. Tuition remission is available to the extent that internal or external scholarships or grants do not cover tuition. An eligible employee must disclose any scholarships or other funding to the Financial Aid Office. Employees should refer to the admissions process and requirements detailed at <https://www.swlaw.edu/admissions-financial-aid/admissions-jd/application-process-requirements>.

#### **B. Eligibility Requirements**

To apply for the program, the employee must submit an ETRP Form to the Administrative Services Office. The ETRP Form will become available on October 1 and is due by March 15 of the year in which the employee intends to matriculate into the J.D. program.

Employees must meet the first 4 Eligibility Requirements listed below to be accepted into the ETRP. Conditions 1, 2, 3, 5, and 6 are requirements for the employee's continued

enrollment in the ETRP; an employee enrolled in the ETRP who no longer meets those conditions will be unenrolled from the ETRP.

1. The employee has been employed full-time by Southwestern for at least three consecutive years.
2. At the time of enrollment as a Southwestern student and through the completion of the Juris Doctor degree, the employee may not be employed as the Registrar, Dean of Students, Dean of Admissions, Director of Financial Aid, or in any other role that the President and Dean determines is incompatible with simultaneous enrollment as a Southwestern student. The President and Dean has discretion to make exceptions to this provision.
3. The employee's supervisor certifies in writing that the employee is in good standing, has a satisfactory work performance, and will be able to continue working while attending Southwestern's evening program without burdening other employees within the department or core departmental activities. The supervisor's certification must be verified in writing by the Associate Dean of Operations and Risk Management.
4. The employee must submit a completed application for admission to the J.D. program at Southwestern no later than February 1.
5. The employee is not on academic or disciplinary probation.
6. The employee continues to receive at least satisfactory annual reviews from their supervisor.

### **C. Work Requirements and Examinations**

An Employee enrolled in the ETRP must maintain a full-time work schedule, which means they typically will need to matriculate into the part-time evening program. An employee enrolled in the ETRP may use paid time off to prepare for course examinations and other significant school events. Employees who have been enrolled in the ETRP and who plan to study for and take the bar exam may seek up to three weeks of unpaid leave, or a combination of paid time off and unpaid leave for up to four weeks, for those purposes. This request for extended leave should be made to the Administrative Services Office at least four months in advance.

### **D. Policy Limits**

The ETRP applies only to tuition for courses taken after August 1, 2022. Tuition remission 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.

No later than April 1 of each year, Southwestern will review all written requests for enrollment in the ETRP. Absent extraordinary circumstances as determined by the President and Dean, no more than eight employees (on average, two per year) may be

enrolled in the ETRP at any time. If the number of enrollment requests exceeds the program enrollment limits, enrollment will be determined according to the candidate's acceptance date. An employee who is admitted into the J.D. program after April 1 but who applied for admission by February 1 and for ETRP by March 15 will receive an ETRP determination within two weeks of their acceptance into the J.D. program. Once an employee is accepted into the ETRP program, they will remain enrolled for each academic year if they continue to meet the continuing Eligibility Requirements.

If an employee is not enrolled in the ETRP, they may apply in subsequent academic years, even if they have already started the J.D. program at Southwestern. Employees who were not accepted into the ETRP due to program limits will have priority during subsequent ETRP applications.

Employees who start a J.D. program at another law school and are approved to transfer into Southwestern may also seek to enroll in the ETRP. The date of acceptance for transfer will determine priority for the ETRP.

#### **E. Taxation and Cash Value**

Tuition remission programs may be subject to federal, state, and local taxation. Any tax liability related to participating in this plan will be borne entirely by the Southwestern employee and not by Southwestern. Eligible Southwestern employees are not entitled to the cash value of tuition under the tuition remission benefit.

#### **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.