

Policies and Procedures

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| SECTION: Administration | NO. 2.2.11. | | | | |
| CHAPTER: Human Resources | ISSUED: 8/1/93 | <i>REV. A</i> 9/11/96 | <i>REV. B</i> 6/27/00 | <i>REV. C</i> 3/17/04 | <i>REV. D</i> 4/7/06 |
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INSTITUTIONS INVOLVED

Creighton University

Area High Schools:

Brownell-Talbot High School

Creighton Preparatory School (\$1,000 discount)

Daniel J. Gross High School

Duchesne Academy (\$1,000 discount)

Mercy High School (20% reduction)

Mount Michael High School

Roncalli High School

Saint Albert Catholic Schools

Skutt High School

ELIGIBLE STUDENTS

Creighton University

Dependent children of full-time faculty and staff with three years of service* to the University may apply for up to 25% reduction at the above named schools.

High Schools

High school faculty and designated administrators, and their dependent children, and spouses.

AMOUNT OF TUITION REDUCTION

By Creighton University

Eligible high school faculty, designated administrators and the spouses and dependent children of eligible high school faculty and designated administrators will receive tuition reduction of up to 25% of base tuition in undergraduate programs in the College of Arts and Sciences, the College of Business Administration, the School of Nursing, and University College.

By High Schools

Dependent children of eligible University employees will receive a tuition reduction of up to 25% of the base tuition from the high schools.

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NOTIFICATION OF ELIGIBLE STUDENTS

By Creighton University

Each year by May 1st the Plan Coordinator will notify the various high school principals with the names of persons eligible for up to 25% tuition reduction from the high school.

By High School

Prior to the start of each semester the high school principals will notify the Plan Coordinator of the names eligible for up to 25% tuition reduction from the University.

REPORTING AND EVALUATION

Each year by May 1st the Plan Coordinator will render a total activity report to all schools involved. From time to time the schools may want to have a meeting to evaluate the whole program and suggest possible adjustments for consideration.

PLAN COORDINATOR

The Plan Coordinator will be appointed by the University Vice President for Administration and Finance. Interested University personnel may contact the University Business Office for assistance or information regarding this policy. Contact the University Business Office for an application form.

CONTINUATION OF POLICY

The University reserves the right to terminate or modify this policy at any time. The high schools may terminate participation in this program at any time. This policy shall not vest in any person any contractual or legal right to demand any tuition reduction (or compensation in lieu of tuition reduction) from any person or entity described or mentioned herein.

ALTERNATE REMISSION BENEFIT

In cases where the amount of awards are not equitable for a given year, the University will work with the individual high schools to increase the award levels in an attempt to equalize the benefits received by each institution. All alternate remission dollars must be used by June 30 of the following year or be forfeited.

* To be eligible for the High School Reciprocal Reduction Program, a faculty or staff member must have three years' full-time employment prior to September 1st of the high school academic year for which the benefit is sought.