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Title: **Archdiocesan Employee Tuition Discounts**

Policy: Full-time employees of the Archdiocese of Indianapolis shall receive a 25% tuition discount for their dependents.

Purpose: To provide consistent guidelines when applying Archdiocese employee tuition discounts for different employment conditions.

Scope: All Archdiocese of Indianapolis qualifying employees and administered by the West Deanery Unified Catholic Schools Director of Business and Finance. Full-time (FT) status is determined by Human Resources. This discount may not be combined with any other employee related discount.

Procedure:

1.0 Application

1.1 Full-time employees of the Archdiocese of Indianapolis will be given the tuition discount after they have been entered into the payroll system and have successfully completed a background check.

1.2 The tuition discount will be applied or prorated based on the start date of the employee.

2.0 Termination of Discount

2.1 The tuition discount will be discontinued if the employee status should change (FT→PT).

2.2 The tuition discount will be discontinued on the termination date of the employee.

2.3 Employees who leave before the end of a school year and have prepaid their tuition will have their tuition prorated from the termination date.