

Information section of the **RIT Tuition Discount Form** for each semester of study and obtain Human Resources signature.

- a. Forms are available in Workday > Benefits and Pay > Suggested Links > Education Assistance > Tuition Forms > **RIT Discount Form**
- Email completed Tuition Discount Form to HRTuitionAssistance@rochesterregional.org.
 - Benefits will complete the Sponsoring Company section and send to RIT to complete RIT Certification.

POLICY FOR TUITION DISCOUNT / REIMBURSEMENT

- Employees on any form of leave of absence, performance improvement plan or with standard hours worked of less than 20 hours per week (as shown in Workday) are not eligible for the tuition discount.
- Students will be billed the full tuition amount when they register. The discount will be applied once the approved discount form is processed by Student Financial Services.
- It is the responsibility of the applicant to ensure the tuition discount form is submitted on time at least two weeks prior to the start of classes, and no later than the end of the Add/Drop period for each semester.
- Full-time matriculated students must apply for New York State's Tuition Assistance Program (TAP). Application information is available at RIT's Office of Financial Aid and Scholarships.
- Employees who qualify for the 50% tuition discount may not receive any additional RIT scholarship/grant funding.
- Employee dependents who qualify for the 30% tuition discount may receive RIT scholarship/grant funding up to 50% when combined with the discount.

LIMITATIONS/EXCLUSIONS

Employees and Dependents

- The tuition discount applies to tuition only; it does not apply to room and board or other charges.
- The tuition discount is not available for any study abroad programs.

Employees

- Full-time employees are limited to 12 credit hours per academic term; part-time employees are limited to 9 credit hours per academic term.
- The discount cannot be applied to the RIT Online tuition rate or any other discounted rate at RIT, nor can it be combined with any other RIT discounts or scholarships.
- The tuition discount for RIT's Executive MBA program is limited to three Rochester Regional Health employees per cohort.
- This tuition discount is not available to the RIT Master of Architecture degree (online or on campus), classes offered by RIT Certified, or RITx courses or RITx MicroMasters through edX.
- The tuition discount for courses in the RIT PhD programs will only be provided for Rochester Regional Health employees if the course is job-related, as determined by RIT, and the employee is matriculated in the PhD program.

Dependents

- The tuition discount does not apply to any graduate level courses at RIT.
- In order for the discount to apply beyond age 30 for an employee's dependent child, the child must have matriculated in the RIT program prior to age 30; there is no tuition discount provided after age 35 for dependent children.

- Generally, a dependent must be matriculated in an undergraduate program to receive the discount. Non-matriculated undergraduate credit hours qualifying for the tuition discount are limited to 30 per eligible dependent.
- The tuition discount for an eligible dependent will be restricted to an individual lifetime maximum of 145 credit hours of undergraduate courses, the 30 hours of non-matriculated undergraduate hours mentioned above are included in this limit.

IMPORTANT RESOURCES

- For questions on the discount, policy and procedure, contact the Benefits department at HRTuitionAssistance@rochesterregional.org or 585-922-1100.
- For information on tuition rates and fees, visit:
 - <https://www.rit.edu/sfs/tuition-and-fees>
- Any questions about financial aid eligibility (as it applies to dependents, per our policy) should be directed to the Office of Financial Aid and Scholarships:
 - <https://www.rit.edu/admissions/financial-aid>
- For course enrollment questions, or questions about our degrees or admission process, please contact your RIT representative:
Karen Palmer
Email: kbpges@rit.edu
Phone: 585-475-5656

ABOUT RIT

- RIT has been [recognized](#) by *U.S. News and World Report* as the No. 1 comprehensive university in the north for academic reputation and as one of America's "Best College Values."
- RIT is home to some of the world's most highly acclaimed degree programs:
 - [Graduate Degrees](#)
 - [Undergraduate Degrees](#)
- With over 40 years in distance education, RIT offers a wide variety of [online programs](#) designed with high flexibility for working professionals.
- Did you know that RIT offers life long career support from advisors who are industry experts in their field? Check out all the resources and benefits here: [Career Services and Co-Op](#)