

Rochester Regional Health has a unique opportunity to access high-quality education right in our own backyard through the Rochester Institute of Technology (RIT). Below are the highlights of Rochester Regional and RIT's Tuition Discount.

TUITION DISCOUNT INFORMATION

- Employees of Rochester Regional Health receive a 50 percent tuition reduction for courses and programs at RIT.
- Employee dependents (as designated on your federal tax return for the year preceding enrollment) are eligible for a 30 percent tuition reduction at RIT.
- Tuition discounts will end the last day of the academic term in which:
 - Rochester Regional Health employment ends
 - Rochester Regional Health employees and/or dependents no longer meet eligibility requirements
 - RIT and Rochester Regional Health discontinue the tuition discount program

TO QUALIFY, CANDIDATES MUST:

- Be a current Rochester Regional Health employee (or dependent of an employee) occupying a budgeted position of 20 or more hours per week.
- Have completed a minimum of six calendar months of continuous employment prior to starting a course.
- Employee's dependent must be claimed as a tax dependent on employee's federal tax return for year preceding course enrollment
- Meet general admission criteria for their chosen program of study. Complete the Student Information section of the **RIT Tuition Discount Form** for each semester of study and obtain Human Resources signature.
 - Forms are available on the Rochester General Portal under Human Resources, Benefits, Tuition; Unity Intranet under Departments, Human Resources, Benefits, Perks; or by contacting Human Resources at 585-922-1100.
- Send completed Tuition Discount Forms via fax to the Benefits team at 585-922-1150.
 - 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 plans or occupying a budgeted position of less than 30 hours per week 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 percent tuition discount may not receive any additional RIT scholarship/grant funding.
- Employee dependents who qualify for the 30 percent tuition discount may receive RIT scholarship/grant funding up to 50 percent when combined with the discount.

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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, the discount does not apply to the online eMBA program.
- 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 585-922-1100 or HRTuitionAssistance@rochesteregional.org.
- For information on tuition rates and fees, visit:
 - <https://www.rit.edu/fa/sfs/>
- 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/emcs/financialaid/>
- For enrollment questions, contact your RIT representative:
Elizabeth Bach
Email: eqbgges@rit.edu
Phone: 585-475-2282

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."
- Many campus programs offer evening classes to accommodate the working professional.
- A wide variety of online programs allow for learning anywhere in the world (with a high-speed internet connection).
- Find accessible faculty and technical support, along with 200+ databases and comprehensive library resources.

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