

Tuition Assistance for Employees and Tuition Exchange Policy

Revised December 9, 1992. Effective December 9, 1992.

Revised and updated January 24, 2022;
Revised in November 2023; revised May 2024. For Tuition Exchange information.

Scheduled Review Date: August 2026 (General Counsel Office and Administrative Services Office)

A. Tuition Assistance at Southwestern Law School

Southwestern Law School provides tuition assistance to the children of full-time law school employees (excluding visiting faculty) to pursue a Juris Doctor degree at Southwestern.

Tuition assistance includes up to 100% tuition remission for the minimum number of credit hours required to complete the Juris Doctor degree. Tuition remission is available to the extent that scholarships or other funding from outside sources, such as the federal government, do not cover tuition. An eligible child must complete a financial aid application and disclose any scholarships from sources other than Southwestern.

Tuition assistance does not include mandatory or optional fees, tuition or fees for special education programs or programs 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. Tuition assistance is available for Southwestern's Online J.D. Program.

Except as described in Section B, eligibility begins after one year of full-time employment and continues for the duration of full-time employment. Employees may exercise the tuition assistance benefit immediately upon eligibility. If eligibility occurs during a semester, tuition payments required from the employee will be pro-rated accordingly.

Full-time faculty

Child-

basis of a one-fifth tuition remission