

Policy Number: HR001EN
Last Review Date: 20 Nov 2018

1. PURPOSE

AUP is committed to its mission of supporting global engagement and lifelong learning. To this end, AUP offers tuition abatement for employees and their families. This policy describes who may benefit and at what rates.

2. WHO IS AFFECTED BY THIS POLICY

Employees.

3. POLICY STATEMENT

- Employees who have at least 2 years' seniority benefit from 100% reduction of tuition fees for undergraduate courses.
- Employees' spouses and children under the age of 27 benefit from 100% reduction of tuition fees for undergraduate courses
- Employees' children under the age of 27 may take graduate courses at reduced cost as follows:
 - Employees with at least 5 years' seniority: 25% reduction of tuition fees
 - Employees with at least 10 years' seniority: 50% reduction of tuition fees
 - Employees with at least 20 years' seniority: 100% reduction of tuition fees
- Employees may take one course during the Spring semester and one during the Fall semester each year, of which one per year may be taken during normal working hours.
- The full policy is laid out in the [collective bargaining agreement](#).

4. RESPONSIBILITIES

The Office of Human Resources is responsible for administration of this policy.

A committee, which is defined in the collective bargaining agreement, makes decisions concerning authorizations for employees to take courses.

The Director of Human Resources signs the collective bargaining agreement on behalf of the University.

5. DEFINITIONS

"Employee" Any person who is linked to The American University of Paris by an employment contract.

"Tuition Fees" The cost of tuition normally charged to a student of The American University of Paris.

6. APPROVALS & HISTORY

The collective bargaining agreement was signed on 7 June 2018.

The next review will be in November 2020.

7. ISSUING OFFICE AND CONTACT

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