



**TUITION
REMISSION
BENEFIT POLICY
for
Staff, Faculty, and
Research Personnel**



Eligibility for Tuition Benefits for 2008 Academic Year

New staff personnel are eligible for tuition benefits the semester following successful completion of 90 days of regular employment. Staff personnel and other employees transferring into a regular staff position must have completed the 90-day waiting period prior to the first day of the semester, not the first day of class. **The 90-day waiting period does not apply to faculty, research personnel, NROTC, executive staff, and Medical Center residents and interns.**

Spring 2008

New staff personnel hired on or before October 15, 2007 will be eligible for tuition benefits for the Spring Semester that begins on January 14, 2008.

Summer 2008

New staff personnel hired on or before February 18, 2008 will be eligible for tuition benefits for the Summer Semester that begins on May 19, 2008.

Fall 2008

New staff personnel hired on or before June 3, 2008 will be eligible for tuition benefits for the Fall Semester that begins on September 2, 2008.

If you have any questions, please contact the Employee Benefits Administration Department at 202-994-9620.



GW TUITION REMISSION

SUMMARY OF TUITION BENEFITS

GENERAL PROVISION:

1. The Tuition Benefit Program is administrated through Benefit Services, Department of Human Resource Services, in cooperation with the Student Accounts Office. Please contact Benefit Services at (202) 994-9620 if you have any questions regarding this benefit. Please contact Student Accounts at (202) 994-4607 if you have questions regarding your bill or the application of tuition benefits on a Student Accounts billing statement.
2. The University provides tuition benefits for regular full-time and regular part-time employees, their spouses, domestic partners, and eligible dependent children.
3. All tuition benefits apply to tuition for courses offered at GW only. Tuition benefits will be awarded based on tuition costs for each course; however, the maximum benefit per course will not exceed 96% of the cost of three times the current Columbian College hourly credit rate.
4. Certain programs, such as Executive Graduate Programs, Ph.D. programs in Clinical Psychology, the M.D. degree within the Medical School are excluded from the tuition remission program. Benefits for the JD degree (law), Juris Doctor, will be remitted at the graduate level as defined in the Employee Handbook, Section 9.6.2.1, and not the doctoral level.
5. Eligible employees, their spouse and dependent children must meet admission requirements and are subject to all academic rules, regulations, and fees.
6. The privilege of class attendance is limited to time apart from normal working hours. The department head must report any exceptions to the Director of Benefit Services.
7. In the event of termination of employment or change to an ineligible benefit status, this award becomes invalid. Students Account will make financial adjustments on a pro-rated basis through the end of the examination period.
8. Spouse shall be interpreted as meaning the legal husband or wife of the employee with no legal separation or divorce in effect.
9. Dependent children must be the unmarried, natural or legally adopted children of the employee or a child for whom the employee is the legal guardian. The child must be legally dependent upon the employee for support as defined by the Internal Revenue Service. Stepchildren are covered if they reside in the same home as the employee. Employees may be required to furnish documentation to support spouse or dependent status.
10. Up to \$5,250 of an employee's tuition remission for graduate level courses will be excluded from taxable income. Amounts above \$5,250 are considered as taxable income and are subject to taxation. Amounts above \$5,250 may be excluded if the coursework is approved as work-related, and for research personnel. Please refer to the "Tax Exemption for Graduate Tuition Benefits" form for more information and to apply for an exemption. The University is required to impute as taxable income the full graduate tuition benefit amount received for spouses, domestic partners and dependent children through the tuition remission program.

GW TUITION REMISSION

FULL-TIME EMPLOYEES

ELIGIBILITY

Staff: The first semester following successful completion of 90 days of regular employment. Note: you must complete the 90 days before the first day of the semester - not the first day of the class.

Faculty/Research/Medical Residents/Executive Staff: The first semester coinciding with or following the appointment date. Note: your appointment date must be on or before the first day of the semester - not the first day of the class.

FULL-TIME EMPLOYEE BENEFITS

UNDERGRADUATE

96% of 6 credit hours in the fall and spring semesters, 96% of 9 credit hours in the summer semester; not to exceed 96% of the current credit hour cost or current tuition of Columbian College.

GRADUATE

96% of 6 credit hours in the fall and spring semesters, 96% of 9 credit hours in the summer semester; not to exceed the current credit hour cost or current tuition of Columbian College.

DOCTORAL

Full tuition not to exceed 96% of the current credit hour cost or current tuition of Columbian College; only eligible for one doctoral degree.

GW TUITION REMISSION

FULL-TIME EMPLOYEES (cont.)

NON-CREDIT OR CERTIFICATION COURSES:

Hired before 1/1/91	100% of tuition cost not to exceed the Columbian College credit hour cost of 6 credit hours in the fall and spring semesters, 9 credit hours in the summer semester.
Hired on or after 1/1/91	75% of the price of each course, or 3 times the credit hour cost for Columbian College, whichever is less, each semester. The benefit may be awarded at 100% not to exceed the Columbian College credit hour cost of 6 credit hours in the fall and spring semesters, 9 credit hours in the summer semester if the Department Head approves the course as job related.

FULL-TIME EMPLOYEE BENEFITS FOR SPOUSES

ELIGIBILITY

Faculty/Medical Resident/ Executive Staff- benefits available when employee is eligible.

Research Personnel- benefits available when employee is eligible.

(Research hired after on or after July 1, 2004 -benefits available the first day of the first semester following the employee's successful completion of 90 days of employment.)

Staff- benefits are available when employee is eligible.

UNDERGRADUATE

48% of the tuition rate during the first 5 years of employment, 71% thereafter. Benefit cannot exceed the respective percentage of the Columbian College per credit hour cost.

GRADUATE

48% of the tuition rate during the first 5 years of employment, 71% thereafter. Benefit cannot exceed the respective percentage of the Columbian College per credit hour cost.

DOCTORAL

48% of the tuition rate during the first 5 years of employment, 71% thereafter. Benefit cannot exceed the respective percentage of the Columbian College per credit hour cost; only eligible for one doctoral degree.

NON-CREDIT OR CERTIFICATION COURSES:

Hired before 1/1/91

75% of the tuition cost not to exceed the respective percentage of the Columbian College per credit hour cost.

Hired on or after 1/1/91

Not available

GW TUITION REMISSION

FULL-TIME EMPLOYEE BENEFITS FOR DEPENDENTS

UNDERGRADUATE DEGREE

ELIGIBILITY

Faculty/Medical Resident/ Executive Staff- benefits available when employee is eligible.

Research Personnel- benefits available when employee is eligible.

(Research hired after on or after July 1, 2004 -benefits available the first day of the first semester following the employee's successful completion of 90 days of employment.)

Staff- benefits are available when employee is eligible.

Dependent must be enrolled in a degree program at GW or another institution.

The student must be a legal dependent of the employee.

MAXIMUM BENEFITS

Eligible only for one undergraduate degree

Employees hired before 1/1/91

95% of tuition cost for an undergraduate degree. Benefit cannot exceed the respective percentage of Columbian College per credit hour cost.

Employees hired on or after 1/1/91

Benefit cannot exceed the respective percentage of Columbian College per credit hour cost.

Years of Regular Service

< than 1 Year	47%
1 Year	57%
2 Years	67%
3 Years	77%
4 or more Years	87%

GRADUATE DEGREE

ELIGIBILITY

The employee must have been eligible for dependent undergraduate tuition benefits at GW when the dependent child was obtaining an undergraduate degree.

The graduate program student must be a legal dependent of the employee.

The dependent must begin the graduate program within five years of obtaining his or her undergraduate degree.

GW TUITION REMISSION

FULL-TIME EMPLOYEE BENEFITS FOR DEPENDENTS - GRADUATE DEGREE
(CONT.)

MAXIMUM BENEFITS

If dependent uses less than eight semesters of tuition benefit in an undergraduate degree program at GW, he or she may apply any unused benefit toward graduate or professional degree programs at the University, with the exception of the Executive Graduate Programs, Ph.D. programs in Clinical Psychology and M.D. degree within the Medical School.

Tuition benefits will be pro-rated based on the number of semesters the employee worked at GW and was eligible for tuition benefits while the dependent was enrolled in an undergraduate degree program at another institution.

The maximum benefit that will be authorized to a dependent enrolled in a graduate degree program is eight semesters.

Employees hired before 1/1/91 95% of tuition cost for an undergraduate degree. Benefit cannot exceed the respective percentage of Columbian College per credit hour cost.

Employees hired on or after 1/1/91 Benefit cannot exceed the respective percentage of the Columbian College per credit hour cost.

Years of Regular Service

< than 1 Year	47%
1 Year	57%
2 Years	67%
3 Years	77%
4 or more Years	87%

Non-Credit or Certification Courses: Not available

GW TUITION REMISSION

PART-TIME EMPLOYEES

PART-TIME EMPLOYEE BENEFITS ELIGIBILITY

Staff: The first semester following successful completion of 90 days of regular employment. Note: you must complete the 90 days before the first day of the semester - not the first day of the class.

Faculty/Research/Medical Residents/Executive Staff: The first semester coinciding with or following the appointment date. Note: your appointment date must be on or before the first day of the semester - not the first day of the class.

UNDERGRADUATE

96% of 3 credit hours in fall, spring and summer semester; not to exceed the current credit hour cost or current tuition of Columbian College.

GRADUATE

96% of 3 credit hours in fall, spring and summer semester; not to exceed current credit hour cost or current tuition of Columbian College.

DOCTORAL

Cost of 96% of 3 credit hours per semester or 48% of the actual tuition, whichever is greater, up to a maximum of 48% the current tuition of the Columbian College; only eligible for one doctoral degree.

GW TUITION REMISSION

PART-TIME EMPLOYEES (continued)

NON-CREDIT OR CERTIFICATION COURSES:

<u>Hired before 1/1/91</u>	100% of the tuition cost not to exceed the Columbian College credit hour cost of 3 credit hours in the fall, spring, and summer semester.
<u>Hired on or after 1/1/91</u>	37 ½ % of the cost of each course or 50% of the 3 credit hour cost for Columbian College, whichever is less. The benefit may be awarded at 100% not to exceed the Columbian College credit hour cost of 3 credit hours in the fall, spring, and summer semester if the Department Head approves the course as job related.

PART-TIME EMPLOYEE BENEFITS FOR SPOUSE

Eligibility	<u>Faculty/Medical Resident/ Executive Staff</u> - benefits available when employee is eligible. <u>Research Personnel</u> - benefits available when employee is eligible. (Research hired after on or after July 1, 2004 -benefits available the first day of the first semester following the employee's successful completion of 90 days of employment.) <u>Staff</u> - benefits are available when employee is eligible.
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UNDERGRADUATE	24% of tuition rate during the first 5 years of employment, 35 ½ % thereafter. Benefits cannot exceed the respective percentage of the Columbian College per credit hour cost.
GRADUATE	24% of tuition rate during the first 5 years of employment, 35 ½ % thereafter. Benefits cannot exceed the respective percentage of the Columbian College per credit hour cost.
DOCTORAL	24% of tuition rate during the first 5 years of employment, 35½ % thereafter. Benefits cannot exceed the respective percentage of the Columbian College per credit hour cost; only eligible for one doctoral degree.

NON-CREDIT OR CERTIFICATION COURSES:

<u>Hired before 1/1/91</u>	37 ½ % of the cost during the first 4 years of employment not to exceed the respective percentage of the Columbian College per credit hour cost.
<u>Hired on or after 1/1/91</u>	Not available

GW TUITION REMISSION

PART-TIME EMPLOYEE BENEFITS FOR DEPENDENTS

UNDERGRADUATE DEGREE

ELIGIBILITY

Faculty/Medical Resident/ Executive Staff- benefits available when employee is eligible.
Research Personnel- benefits available when employee is eligible. **(Research hired after on or after July 1, 2004 -benefits available the first day of the first semester following the employee's successful completion of 90 days of employment.)**
Staff- benefits are available when employee is eligible.
Dependent must be enrolled in a degree program at GW or another institution.
The student must be a legal dependent of the employee.

MAXIMUM BENEFIT

Eligible only for one undergraduate degree

Employees hired before 1/1/91

47.5 % of tuition cost for an undergraduate degree. Dependent must be enrolled in a degree program at GW or other institution. Benefit cannot exceed the respective percentage of Columbian College per credit hour cost.

Employees hired after 1/1/91

Benefit cannot exceed the respective percentage of Columbian College per credit hour cost.

Years of Regular Service

< than 1 Year	23.5%
1 Year	25.5%
2 Years	33.5%
3 Years	38.5%
4 or more Years	43.5%

GW TUITION REMISSION

PART-TIME BENEFITS FOR DEPENDENTS (CONTINUED)

GRADUATE DEGREE

ELIGIBILITY

The employee must have been eligible for dependent undergraduate tuition benefits at GW when the dependent child was obtaining an undergraduate degree.

The graduate program student must be a legal dependent of the employee.

The dependent must begin the graduate program within five years of obtaining his or her undergraduate degree.

MAXIMUM BENEFITS

If dependent uses less than eight semesters of tuition benefit in an undergraduate degree program at GW, he or she may apply any unused benefit toward graduate or professional degree programs at the University, with the exception of the Executive Graduate Programs, Ph.D. programs in Clinical Psychology and M.D. degree within the Medical School.

Tuition benefits will be pro-rated based on the number of semesters the employee worked at GW and was eligible for tuition benefits while the dependent was enrolled in an undergraduate degree program at another institution.

The maximum benefit that will be authorized to a dependent enrolled in a graduate degree program is eight semesters.

Employees hired before 1/1/91

47.5% of tuition cost for a graduate degree. Benefit cannot exceed the respective percentage of Columbian College per credit hour cost.

Employees hired on or after 1/1/91

Benefit cannot exceed the respective percentage of Columbian College per credit hour cost.

Years of Regular Service

< than 1 Year	23.5
1 Year	25.5
2 Years	33.5
3 Years	38.5
4 or more Years	43.5

NON-CREDIT OR CERTIFICATION COURSES: Not available

THE GEORGE WASHINGTON UNIVERSITY