Q1: Do I need to submit the tuition remission benefit application for each semester I register for?

A1: Yes. Each semester, all students (employee, spouse, domestic partner, or child) must follow normal university and registration procedures to enroll for classes, and then submit the tuition remission application. The benefit is not issued to students who have not been admitted and/or completed course registration. An employee wishing to apply for tuition remission must submit the online application by applicable semester due date below. The online application must be submitted for each student for each semester they wish to request the benefit. For example, if you and your eligible dependent wish to receive the tuition remission benefit for the Summer semester, two submissions need to be completed by June 15th. For directions with illustrations on how to complete the online application, please review the Tutorial.

Q2: When can I submit my online tuition remission benefit application?

A2:
- Fall Semester: July 6th -- October 1st
- Summer Semester: April 14th -- June 15th
- Spring Semester: November 15th -- February 1st

Online applications submitted subsequent to the semester due date are considered late and will not be accepted. Please remember to complete the online application process by the semester due date. Note: If a deadline falls on a weekend, applications will be accepted through the following Monday.

For directions on how to complete the online application, please review the Tutorial.

Q3: What happens if I change jobs during the semester? End my employment?

A3: If the job change does not result in benefit ineligibility, tuition remission coverage approved at the start of the semester will continue for the duration of the semester. Non-benefit eligible primary positions such as those classified as contractual, temporary or work study are ineligible for tuition remission coverage.

If the job transfer results in a change from benefit eligible full-time to benefit eligible part-time or vice versa, the tuition benefit will adjust accordingly with the semester following
the transfer effective date. For example, if you begin the semester in a full-time position and you change to a part time position mid-semester, you will continue to receive full time coverage for the remainder of the current semester. If you apply for the benefit for a subsequent semester, you will receive part-time coverage.

When employees terminate employment or transfer to a benefit ineligible position, coverage will cease on the effective date of the event. A prorated bill will be issued by Student Accounts Office.

Q4: How long does it take for the tuition remission benefit to post to my student account?

A4: Once you submit your online application and receive an approval message, the benefit generally posts to the account within 24 - 48 hours.

Q5: What is the amount of tuition remission coverage for dependents (spouses/domestic partners/children)?

A5: The amount of tuition remission for dependents is determined by the sponsoring employee’s benefits-eligible years of service and employment status. Please reference the following chart:

<table>
<thead>
<tr>
<th>Years of Benefits-Eligible Service</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year (first 12 months)</td>
<td>Not eligible</td>
<td>Not eligible</td>
</tr>
<tr>
<td>1-3 (More than 12 months)</td>
<td>75%</td>
<td>37.5%</td>
</tr>
<tr>
<td>4-9 (More than 48 months)</td>
<td>90%</td>
<td>45%</td>
</tr>
<tr>
<td>10+ (More than 120 months)</td>
<td>100%</td>
<td>50%</td>
</tr>
</tbody>
</table>

The stated percentage will increase as of the first day of the semester that begins on or follows the employee’s anniversary date.

Q6: Are dependent children eligible for graduate/doctoral level coverage?

A6: A dependent child can receive graduate level coverage under the following conditions:

1. The dependent child must be legally dependent upon the employee for support as defined by the Internal Revenue Service.
2. The dependent child was eligible for undergraduate tuition benefit coverage by virtue of the parent being in a benefit eligible position during the dependent child’s undergraduate program.
3. If less than eight semesters of tuition remission coverage were utilized for the dependent’s undergraduate program; the remaining difference is available for graduate school provided all eligibility requirements are maintained throughout the semester.
4. The dependent did not receive more than eight semesters of tuition benefit coverage for their undergraduate degree; this includes scholarships received through the tuition exchange program. Please note that each semester is counted as one semester, regardless of course-load. There are no semester adjustments based on attempted credits or received credits. Tuition benefit coverage issued for sessions one, two and/or three in the summer semester will constitute one
Q7: What information do I need to provide in order to receive tuition benefits for my dependent?

A7: Eligible dependents include spouse, domestic partner (opposite and same-sex) and dependent children as defined by Internal Revenue. If you complete the online application for a dependent that has not been registered with GW Benefits for the tuition benefit as an eligible dependent previously, you will receive an auto-generated error message instructing you to contact GW Benefits. Please review additional dependent eligibility information in the Tuition Remission Benefit Policy. Verification documents (e.g., marriage license for spouse, birth certificate for dependent children) can be sent to GW Benefits via email to tuition@gwu.edu or faxed to (571) 553-8385.

Q8: I have a dependent over age 23; is he/she eligible for the tuition remission benefit? If so, do I need to provide supporting documentation?

A8: Yes, it is possible for a dependent child over age 23 to be eligible for tuition remission coverage; however, additional information is required to determine tax dependency.

If you submit the online tuition remission benefit application for a dependent over age 23, you will receive an auto-generated error message instructing you to contact GW Benefits. Please review additional dependent child eligibility information in the Tuition Remission Benefit Policy. In addition to relationship verification, children age 24 or older must be verified as an eligible tax dependent. Employees are required to provide a copy of their recent income tax return (form 1040, pages 1 and 2 with redacted financial information) to GW Benefits for further consideration. Documents can be submitted via email to tuition@gwu.edu or faxed to (571) 553-8385.

Q9: What information is needed for a spouse or domestic partner?

A9: If a spouse or domestic partner has not been registered with GW Benefits as an eligible dependent previously, you will receive an auto-generated error message after submitting the online application instructing you to contact GW Benefits. Please review additional dependent eligibility information in the Tuition Remission Benefit Policy. Verification documents (e.g., marriage certificate for spouse, birth certificate for dependent children) can be sent to GW Benefits via email at tuition@gwu.edu or faxed to (571) 553-8385.