GW BENEFITS WEBINAR

YOUR TUITION BENEFIT QUESTIONS, ANSWERED

Coverage, dependents, taxes, and deadlines.

- Does it cover my fees?
- Can my kids use it?
- Will I be taxed?
- When do I apply?

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

WHAT WE'LL COVER TODAY

01

How the benefit pays

02

Who's eligible, and for how much

03

Spouses, partners, and children

04

Taxes

MOST QUESTIONS

05

Applying and deadlines

New this round: **managers can delegate tax exemption approvals**, and the application has been cleaned up to reduce false rejections.

THE BENEFIT COVERS TUITION, AND ONLY TUITION

MYTH	FACT
"It covers my fees, too."	**Tuition only. Room, board, fees, and penalties stay with you.**
"I can stack it with my GW scholarship."	**GW-funded scholarships and grants can't be combined with tuition remission.**
"I pay up front and GW reimburses me."	**GW pays a percentage of tuition directly to the student account.**
"Any GW course or program is covered."	**Only courses offered and billed directly by GW. Third-party programs and GW Pre-College aren't covered.**

SOME GW PROGRAMS AREN'T COVERED

EXAMPLES OF INELIGIBLE PROGRAMS

Executive programs

M.D. degree in the School of Medicine

Consortium programs for other universities

GW Pre-College programs

Certificate and certification programs not offered or billed by GW

Not sure? Ask the GW school offering the course. It decides eligibility.

FULL LIST

2026 Ineligible Courses (PDF)

Not comprehensive and subject to change. Confirm with the school before you register.

YOUR COVERAGE DEPENDS ON YOUR APPOINTMENT

	Full-time Faculty and staff	Part-time Regularly scheduled 14–39 hrs/week
Undergraduate, graduate & certificate	**100% • 6 credits** per semester, audited courses included	**100% • 3 credits** per semester
Doctoral	**100% • one degree** no semester or credit caps	**100% • up to 3 credits** 50% for 4 or more credits

COVERAGE STARTS
Your first semester that starts on or after your hire date

NO LIFETIME LIMIT
Employees have no cap on total semesters used

NO GRADE MINIMUM
GW sets no minimum grade to keep using it

SOME ROLES AREN'T ELIGIBLE, AND EACH STUDENT HAS ONE SPONSOR

NOT ELIGIBLE

- Temporary faculty (one semester or less)
- Instructors paid per course
- Student workers and Federal Work-Study
- Postdoc scholars
- Independent contractors

ELIGIBLE: Postdoc associates

DUAL-GW HOUSEHOLDS

MYTH

"We both work at GW, so our child gets double coverage."

FACT

One student, one sponsor. Married GW employees can't combine benefits to exceed a single cap.

03

SPOUSES, PARTNERS, AND CHILDREN

Dependent coverage for spouses, domestic partners, and children.

DEPENDENT COVERAGE RISES WITH SERVICE

YEARS OF SERVICE	Under 1	1–3	4–9	10+
Full-time	Not eligible	**75%**	**90%**	**100%**
Part-time	Not eligible	**37.5%**	**45%**	**50%**

Example: 5 years full-time, spouse takes $10,000 of tuition. GW pays 90% ($9,000); you pay $1,000. If it's graduate tuition, the $9,000 is taxable income.

Dependent coverage starts after one year of service and rises to 100% (full-time) or 50% (part-time) at ten years.

CHILDREN SHARE ONE EIGHT-SEMESTER POOL

SPOUSE OR PARTNER

NO LIMITS

No credit or semester caps.

CHILD AT ANOTHER SCHOOL?

They can use the benefit for GW courses taken as a non-degree student.

CHILD DEPENDENT

One undergraduate degree, plus up to **8 graduate semesters**. Every undergraduate semester used counts against the 8.



Example: 4 undergraduate semesters used leaves exactly 4 for graduate school.

Must be your legal tax dependent under IRS rules. Eligibility is verified each year after age 24.

Tuition Exchange semesters also count toward the 8.

TELL US WHEN YOUR PLANS CHANGE

ADDING OR DROPPING A CLASS

Email **tuition@gwu.edu**. We adjust your student account and stop or recalculate payroll taxes.

LEAVING GW

The benefit is billed back to you immediately, pro-rated by the week.

ON UNPAID LEAVE?

If your benefit is taxable, contact Benefits to set up payment of the taxes.

TAXES NOT WITHHELD?

If your benefit is taxable and nothing is coming out, tell Benefits. It's your responsibility.

04

TAXES

How tuition remission is taxed for employees and dependents, and how managers can now delegate exemption approvals.

TAXABILITY DEPENDS ON WHO STUDIES, AND AT WHAT LEVEL

UNDERGRADUATE · EVERYONE

TAX-EXEMPT

Applies to undergraduate courses for you, your spouse or partner, and your children.

GRADUATE & DOCTORAL · YOU

$5,250 TAX-FREE

Per calendar year. Anything above is added to gross wages and taxed: federal, state, Social Security, Medicare.

GRADUATE & DOCTORAL · DEPENDENTS

TAXABLE FROM $1

The full value counts as your taxable income, withheld from your paychecks that semester.

Consult a tax professional about your situation before enrolling.

JOB-RELATED COURSES CAN BE FULLY TAX-EXEMPT

Going over $5,250?

Request a tax exemption on your **tuition remission application**. If approved as job-related, that course is fully tax-exempt.

Employees only. Reviewed course by course, each semester.

PAYROLL TAXES ON TAXABLE TUITION

Federal 22% · Social Security 6.2% · Medicare 1.45%
State: DC 7% · MD 8% · VA 5.75%

JOB-RELATED MEANS THE COURSE

1. Builds on skills you already use in your current job
2. Isn't filling a gap in your job's minimum qualifications
3. Won't qualify you for a new profession or credential

LEARN MORE

hr.gwu.edu/tax-exemption-graduatedoctorate-courses

Paycheck examples, the IRS withholding estimator, and full exemption rules.

HOW A TAX EXEMPTION REQUEST IS REVIEWED

1

You list every course on your application

One application per semester

2

Your manager or their delegate approves or denies

Reminders go out every 2 weeks until they act

3

Benefits reviews

Final check after approval

IF APPROVED

NO TUITION TAX

You get an email listing your approved courses.

IF DENIED

ADD MORE INFO

The email explains why. Email tuition@gwu.edu to reopen.

ONE DENIAL COUNTS FOR ALL

If any course is denied, the whole application is denied. Resubmit with more support, or remove that course.

WHAT'S NEW IN THE TAX EXEMPTION PROCESS

NEW



MANAGERS CAN DELEGATE APPROVALS

If your manager is on leave or can't review your request, they can hand the approval to someone else.

NEW



A CLEANER APPLICATION

Back-end checks now follow GW policy more closely, so fewer applications are denied in error.

NEW



CLEARER EMAILS

Automated emails now spell out the semester and year, and list the courses approved for tax exemption.

Application emails come from **nintex@workflowcloud.com**. Add it to your contacts so they don't go to spam.

MANAGERS CAN NOW DELEGATE APPROVAL

1

Your manager is on leave or can't review your request

→

2

They delegate tax exemption approval to someone else

→

3

The delegate approves or denies, then Benefits reviews

FOR MANAGERS

Going on leave, or short on time? Delegate your approvals so your team's applications don't stall.

Read the updated manager guidance (PDF)

FOR EMPLOYEES

Waiting on a manager who's out? Ask them to delegate. Wrong manager listed? It's pulled from Banner, so contact your HR Business Partner.

THREE TAX MYTHS WE HEAR MOST

MYTH	FACT
"My spouse's grad tuition is tax-free up to $5,250."	**That limit is for employees. Dependent grad benefits are taxed from dollar one.**
"I'll settle up at tax time."	**Taxes come out of your paychecks the same semester. Amounts can vary.**
"Once approved, my whole program is exempt."	**An exemption covers one course for one semester.**

Consult a tax professional before enrolling.

HOW TO APPLY, EVERY SEMESTER

1
Register for your courses in GWeb
Before you apply

2
Open the online application
Link and QR code below

3
Choose yourself or a dependent
Under Benefit For

4
Complete the form and submit
One sitting; you can't save and return

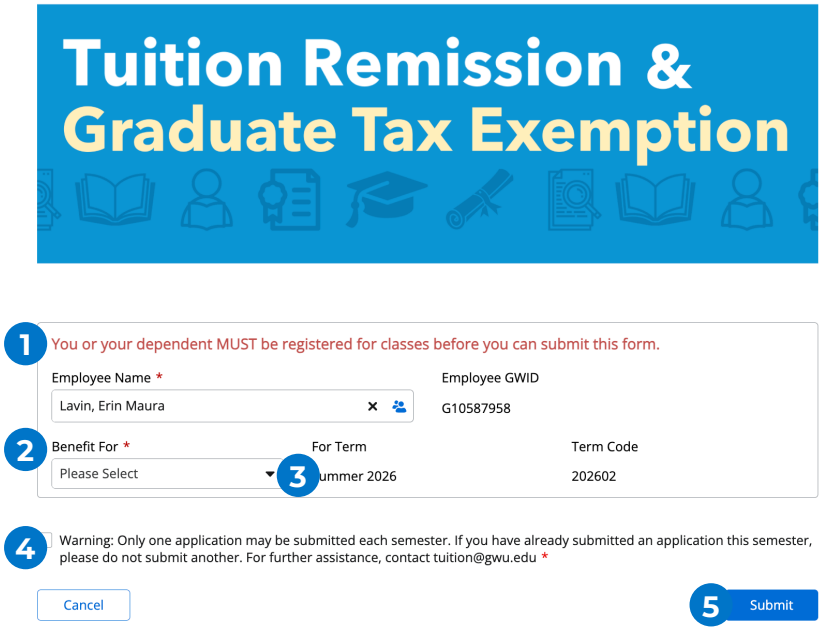
IF APPROVED
BENEFIT POSTS
You get a confirmation email. The benefit reaches the student account in 24–48 hours.

IF DENIED
CHECK YOUR EMAIL
The email explains why. The benefit isn't added; follow its directions.

SCAN TO APPLY
go.gwu.edu/TRApplication
One application per student, per semester

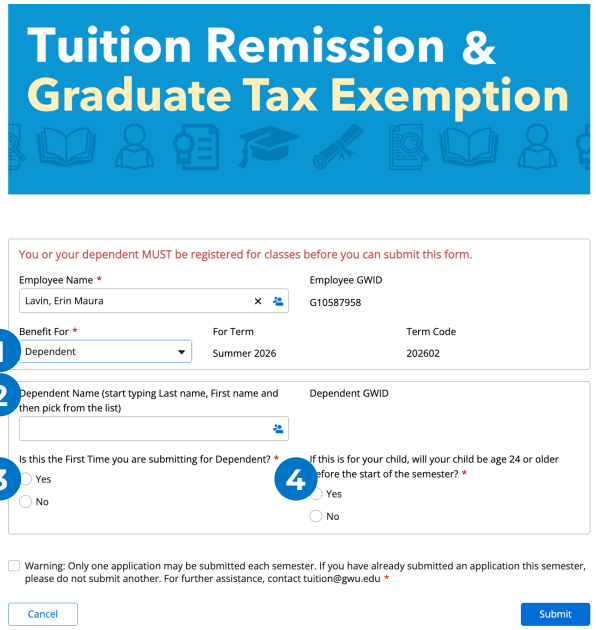
Made a mistake? Don't resubmit. Email tuition@gwu.edu for a link to edit your application.

THE APPLICATION, STEP BY STEP



1. Register for classes first. The form won't submit otherwise.
2. Under **Benefit For**, choose yourself or a dependent.
3. The term fills in for you. Confirm it's right.
4. Check the box. A second application is denied.
5. Submit in one sitting. You can't save and return.

APPLYING FOR A DEPENDENT



1. Choose **Dependent** under Benefit For.
2. Type last name, first name, then pick from the list.
3. First time? Send a marriage or birth certificate and the student's GWID.
4. Child 24 or older? Upload the first two pages of last year's tax return or a signed tax-dependency affidavit.

WHERE TO GO FOR HELP

APPLY

go.gwu.edu/TRApplication

One application per student, per semester.

QUESTIONS AND CHANGES

tuition@gwu.edu

Edits, add/drops, and denials to reopen.
Phone: (571) 553-8249

WRONG MANAGER LISTED?

Your HR Business Partner

Managers come from Banner; Benefits can't change them.

NEW · MANAGER DELEGATION

Manager guidance (PDF)

How managers hand off tax exemption approvals.

SLIDES AND RECORDING

hr.gwu.edu/tuition-remission

Posted after the webinar.

TAX QUESTIONS

A tax advisor

Consult one before you enroll.

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05 · APPLYING

DEADLINES AND CONTACTS

FALL
OCT 1

SPRING
FEB 1

SUMMER
JUN 15

Deadline on a weekend? Applications are accepted through the following Monday.

APPLY
go.gwu.edu/TRApplication

QUESTIONS AND CHANGES
tuition@gwu.edu

PHONE
(571) 553-4358

Consult a tax advisor before enrolling.