



The George Washington University

Tuition Remission

BENEFIT POLICY



Benefits

Contents

3	Introduction
4	Exclusions and Limitations
5 - 6	Eligibility
5	Employee
6	Dependents (Spouse/Domestic Partner/Children)
7	Full-Time Coverage
7	Employee
8	Dependents (Spouse/Domestic Partner/Children)
10	Part-Time Coverage
10	Employee
11	Dependents (Spouse/Domestic Partner/Children)
13	Tax Obligation
14	How to Apply
15	Deadlines
15	Adding and Dropping Courses/Withdrawals
16	Change in Employment Status and Loss of Eligibility
16	Employment Status Change
16	Termination
17	Leave of Absence
17	Rehired Employees
18	Retirement/Retirees
18	Survivors of Deceased Employees/Retirees
19	Glossary
20	Contact Information

Our “people-first” culture includes providing employees with opportunities for continuous development. One of the most important and “Only-at-GW” benefits the university can provide is access to our world-class courses and degree programs.

Through the tuition remission benefit, GW extends its educational resources to our employees and their dependents. The benefit provides competitive, accessible and valuable tuition benefits to those who seek to further develop themselves, both personally and professionally.

GW manages its Tuition Remission Benefit Policy in accordance with Internal Revenue Service (IRS) regulations. While tuition remission benefits at the undergraduate level are generally not taxable, graduate tuition remission is subject to Federal, State, Social Security and Medicare withholding taxes. For more information, please see page 13.

What is Tuition Remission?

The tuition remission benefit pays a percentage of tuition costs at GW. The exact rate of coverage relies on a number of factors, including: employee status; employee hire date; whether the student is an employee or dependent; and the specific academic program being pursued. The benefit is applied directly to the student’s account. The tuition benefit does not apply to non-tuition charges, such as room, board, fees or financial penalties.

The tuition remission benefit policy follows the university’s academic calendar when determining semester start and end dates. To review semester dates, visit <https://www.gwu.edu/academic-calendar>. For more information on how to apply for the tuition remission benefit, please see page 14.

Please note: This Policy does not constitute a contract between employees and GW. The university reserves the right to amend, modify or terminate the benefits contained in this Policy, at any time. Furthermore, eligibility for tuition remission does not guarantee admission or continued enrollment. Like all students, those who receive tuition remission benefits are subject to all academic and non-academic policies and requirements, and for the timely payment of all charges and fees not covered by tuition remission.

Exclusions and Limitations

The tuition remission benefit policy applies only to courses and programs offered at and billed directly by GW and not through a third party provider. In addition, certain programs are excluded from the tuition remission policy, including:

- Executive Programs
- M.D. degree within the Medical School
- Consortium programs in affiliation with other universities
- GW Pre-College programs
- Certificate and certification programs that are fee based and/or not offered or billed by GW

This list is not exhaustive and is subject to change. An up-to-date full list of programs and courses ineligible for tuition remission is available at benefits.gwu.edu/tuition-remission.

Please note: Benefits for law degree courses at the GW Law school will be remitted at the graduate level.

Class Attendance

The privilege of class attendance (online and classroom) is limited to time apart from normal working hours. Work schedule accommodations for the purpose of class attendance require authorization from the employee's manager.

Course Eligibility

Courses, certificates and certifications that are **fee based, outsourced** or have a shared **revenue component** with a third party (e.g., courses and programs offered by or billed by 2U, Colloquy and EMBANET) are ineligible for tuition remission coverage. Students must confirm online course or program benefit eligibility prior to registration by providing the course code and course registration number to the Program Administrator of the GW school offering the course or program.

The Tuition Remission Benefit Policy applies only to courses and programs offered at and billed directly by GW.

Eligibility

Employee

Eligibility for tuition remission benefits is dependent upon the employee classifications defined below. Tuition remission benefits for eligible faculty and staff begin the semester that starts on or follows their date of hire.

Faculty

Full-Time Faculty

A full-time faculty member is a benefits-eligible employee who is appointed for at least one academic year in one of the regular, specialized (e.g., research and special service faculty) or visiting ranks listed in the Faculty Code, devotes 100 percent effort to the duties of the position and receives a salary through the university.

Note: The full-time faculty member classification also includes partial retirees as provided in the Faculty Code.

Part-Time Faculty

A part-time faculty member is a benefits-eligible employee who is generally appointed for one academic year and who devotes less than 100 percent effort to the duties of the position (with the exception of a partial retiree, as described above).

Staff

Full-Time Staff

A full-time staff member is a benefits-eligible employee who is regularly scheduled to work at least 40 hours per week.¹

Part-Time Staff

A part-time staff member is a benefits-eligible employee who is regularly scheduled to work at least 14 but less than 40 hours per week.

Postdoc Associates

Postdoctoral Associate is the title given to a postdoc who receives financial support in the form of a salary, paid by GW payroll, that is typically funded by grants, contracts or departmental funds secured by a faculty mentor.

On the following pages, you will find coverage details for yourself and your dependents based on your employee classification as a full-time or part-time employee.

Note: The tuition remission benefit policy follows the university's academic calendar when determining semester start and end dates. To review dates visit <https://www.gwu.edu/academic-calendar>.

¹ Benefits-eligible employees at the GW Biostatistics Center who work 35 or more hours per week are considered full-time staff for the purpose of the tuition remission benefit.

THOSE WHO ARE NOT ELIGIBLE FOR TUITION REMISSION

- Faculty appointed on a temporary basis (one semester or less) or compensated on a per-course basis
- Federal work study
- Individuals classified as independent contractors
- Postdoc Scholars
- Student workers
- Temporary staff

EMPLOYMENT CLASSIFICATIONS

If you are unsure of your employment classification, contact Human Resources Business Partner.

IF YOU AND YOUR SPOUSE AND/OR DEPENDENT(S) ARE EMPLOYED BY GW

Benefits-eligible employees and their sponsored dependents are not permitted to receive dual coverage by combining their own tuition remission benefit coverage with that of a spouse and/or dependent child who is also employed in a benefits-eligible position at GW. In such instances, the greater benefit coverage will apply.

For example: A husband and wife are part-time benefits-eligible employees at GW and share a college-age child. The husband and wife cannot combine their part-time child tuition remission benefits to equal full-time coverage. The student can have only one sponsor.

Eligibility

Dependents (Spouse/Domestic Partner/Child)

Dependent eligibility is reviewed at the beginning of each semester for which the dependent applies for the benefit. The term "dependent" refers to spouses/domestic partners and child dependents as defined below:

Spouse/Domestic Partner*

- Spouse with no legal separation or divorce in effect
- Common-law spouse
- Domestic partner with no dissolution in effect

*Documentation supporting relationship to employee is required.

Child - Must meet all of the following requirements:

- 1. Relationship Status:** Child must be a natural child, stepchild, legally adopted child, child placed for adoption or child for whom the employee or spouse/domestic partner is the legal guardian. Documentation supporting child's relationship to the employee is required.
- 2. Tax Dependent Status:** Child must be a legal tax dependent of the employee. Tax dependent status is defined by the Internal Revenue Service (IRS). To determine whether a child qualifies as a tax dependent, please refer to the IRS Publication 501 at [irs.gov](https://www.irs.gov).
- 3. Student Status:** Child must be enrolled in a degree program at GW. A child enrolled in an undergraduate degree program at another university may receive the tuition remission benefit for summer courses taken at GW as a non-degree student.
- 4. If Pursuing a Graduate Degree**:** If the dependent child used tuition remission benefits in an undergraduate degree program at GW, he or she must have used less than eight semesters of tuition remission benefits in that program to be eligible for the graduate degree benefit. Unused semesters (the difference between eight and the number of covered undergraduate semesters) may be used towards a graduate degree program.

Note: A course, credit or unit covered by the tuition remission benefit or the Tuition Exchange program will constitute one full semester of coverage.

EXAMPLE OF USING UNDERGRADUATE AND GRADUATE BENEFITS

- A GW employee with more than 1 year of benefits-eligible service has a dependent who enrolls in GW as an undergraduate the first semester of their Junior year.
- The employee uses the Tuition Remission benefit for their dependent for four semesters of undergraduate tuition.
- The same child dependent would be eligible for four* semesters of tuition remission benefits for a graduate degree at GW.

*This is calculated by taking 8 semesters minus the number of semesters already started an/or completed in an undergraduate program.

** Important Notes

- The maximum graduate degree benefit for a child dependent is eight semesters or until the end of the semester in which the dependent no longer meets IRS definition of a tax dependent, whichever occurs first.
- For dependent children age 24 and older: Dependent children turning 24 during the semester will remain eligible for the full semester. To be eligible to receive tuition remission in subsequent semesters, supporting documentation demonstrating that your child meets the IRS definition of a tax dependent is required.
- Should a dependent child be unable to enroll in a degree program due to a documented disability, please contact Benefits for further information.

Full-Time Employee

Employee Coverage

Tuition remission coverage for courses taken by full-time employees, by program type, is described in the following chart. Rates vary by program and location. To review current rates, please visit studentaccounts.gwu.edu/tuition.

For-Credit	
Undergraduate Degree	100% of the cost of up to 6 credit hours each semester (fall, spring and summer); the benefit is calculated based on the relevant undergraduate program rate and the registered credits per semester.
Graduate Degree	100% of the cost of up to 6 credit hours each semester (fall, spring and summer); the benefit is calculated based on the per credit rate of the relevant program*.
Doctoral Degree	100% of the current main campus per credit graduate tuition rate. There are no per credit semester limits for doctoral programs. Eligible for one doctoral degree. Please review page 6 for information about ineligible programs.
Non-Degree Courses	100% of the cost of up to 6 credit hours each semester (fall, spring and summer); the benefit is calculated based on the relevant per credit hour non-degree tuition rate.
Certificate and Certification Courses	100% of the cost of up to 6 credit hours each semester (fall, spring, summer); the benefit is calculated based on the per credit rate of the relevant program.
Audited Courses	Eligible for same coverage as undergraduate and graduate degrees. Subject to academic credit limits per degree program provisions.

Non-Credit	
Non-Credit Courses	100% of the cost of up to 2 courses each semester (fall, spring and summer); the benefit is calculated based on the published fee for the selected course.

Unused Credits

Students who register for less than six credit hours in a semester cannot apply unused credits as additional coverage for subsequent semesters.

University Awards and Tuition Remission

All university awards - including GW-funded scholarships, fellowships and grants - cannot be accepted in conjunction with payments received through the GW tuition remission benefit.

Exceptions may apply to students who meet eligibility for need-based awards as determined by the Office of Student Financial Assistance. Students should contact the Office of Student Financial Assistance at (202) 994-6620 or finaid@gwu.edu for further information. Be sure to adequately disclose the GW tuition remission benefit when applying for financial aid.

*Graduate-level programs may use an open enrollment/deceleration rate if they do not bill by the credit hour.

Full-Time Employee

Dependent Coverage

The level of tuition remission coverage for dependents of full-time employees is based on the employee's hire date and full years of benefits-eligible service. Percentage coverage is the same for all dependents; however, program eligibility varies between dependent groups. The percentages listed below increase the first day of the semester beginning on or after the employee's anniversary date. For example, if an employee's anniversary date is November 15, the increase will be effective with the start of spring semester.

Years of Employee's Benefits-Eligible Service	Benefit Coverage
Less than one year (first 12 months)	Not eligible
1 - 3 years of service (more than 12 months)	75%
4 - 9 years of service (more than 48 months)	90%
10+ years of service (more than 120 months)	100%

Benefit Coverage and Program Eligibility by Student Type

Tuition remission eligibility and coverage for dependents of full-time employees, by program type, is described in the following charts (no per credit semester limits). Tuition rates for all programs are available at studentaccounts.gwu.edu/tuition.

Child Dependent

For-Credit	
Undergraduate Degree	The benefit coverage is based on the employee's benefits-eligible years of service; the benefit is calculated based on the relevant undergraduate program rate and the registered credits per semester. One undergraduate degree allowed per eligible dependent.
Graduate Degree	The benefit coverage is based on employee's benefits-eligible years of service; the benefit is calculated based on the published tuition rate for the program*. Eligible dependents receive coverage for a maximum of eight semesters, unless the dependent received the Tuition Remission benefit towards an undergraduate degree. Please refer to page 6.
Non-Degree Courses	The benefit coverage is based on employees benefits-eligible years of service; the benefit is calculated based on the per credit hour non-degree tuition rate.
Audited Courses	Eligible for the same coverage as undergraduate and graduate degrees. Subject to academic credit limits per degree program provisions.

*Graduate-level programs may use an open enrollment/deceleration rate if they do not bill by the credit hour.

Spouse/Domestic Partner

For Credit	
Undergraduate Degree	The benefit coverage is based on the employee’s benefits-eligible years of service; the benefit is calculated based on the undergraduate per credit hour rate or fixed tuition rate, depending on the program and amount of registered credits per semester.
Graduate Degree	The benefit coverage is based on employee’s benefits-eligible years of service; the benefit is calculated based on the published tuition rate for the program*.
Non-Degree Courses	The benefit coverage is based on employees benefits-eligible years of service; the benefit is calculated based on the per credit hour non-degree tuition rate.
Audited Courses	Eligible for the same coverage as undergraduate and graduate degrees. Subject to academic credit limits per program provisions.
Doctoral Degree	The benefit coverage is based on employee’s benefits-eligible years of service; the benefit is calculated based on the per credit hour rate of the relevant doctoral program unless otherwise noted. Eligible for one doctoral degree. Please visit page 4 for information about ineligible programs.
Certificate and Certification Courses	The benefit coverage is based on employee’s benefits-eligible years of service; The benefit is calculated based on the published tuition for the program*.
Non-Credit	
Non-Credit Courses	The benefit coverage is based on employee’s benefits-eligible years of service; the benefit is calculated based on the published fee for the selected course.

University Awards and Tuition Remission

All university awards - including GW-funded scholarships, fellowships and grants - cannot be accepted in conjunction with payments received through the GW tuition remission benefit. Exceptions may apply to students who meet eligibility for need-based awards as determined by the Office of Student Financial Assistance. Students should contact the Office of Student Financial Assistance at (202) 994-6620 or finaid@gwu.edu for further information. Be sure to disclose the GW tuition remission benefit when applying for financial aid.

*Graduate-level programs may use an open enrollment/deceleration rate if they do not bill by the credit hour.

Part-Time Employee

Employee Coverage

Tuition remission coverage for courses taken by part-time employees, by program type, is described in the following chart.

Note: To review rate details, please visit studentaccounts.gwu.edu/tuition.

For-Credit	
Undergraduate Degree	100% of the cost of up to 3 credit hours each semester (fall, spring and summer) for the applicable program; the benefit is calculated based on the relevant undergraduate program rate and the registered credits per semester.
Graduate Degree	100% of up to 3 credit hours each semester (fall, spring and summer); the benefit is calculated based on the per credit rate of the relevant program*.
Doctoral Degree	100% of up to 3 credit hours; or, 50% of 4 or more credit hours including the first 3, each semester (fall, spring, and summer). Eligible for one doctoral degree. There are no per credit semester limits for doctoral programs. Please review page 6 for information about ineligible programs.
Non-Degree Courses	100% of up to 3 credit hours each semester (fall, spring and summer); the benefit is calculated based on the relevant per credit non-degree tuition rate.
Certificate and Certification Courses	100% of up to 3 credit hours each semester (fall, spring and summer); the benefit is calculated based on the per credit rate of the relevant program*.
Audited Courses	Eligible for same coverage as undergraduate and graduate degrees. Subject to academic credit limits per program provisions.

Non-Credit	
Non-Credit Courses	100% of the cost of 1 non-credit course each semester (fall, spring and summer); the benefit is calculated based on the published fee for the selected course.

Unused Credits

Students who register for less than three credit hours in a semester cannot apply unused credits as additional coverage for subsequent semesters.

University Awards and Tuition Remission

All university awards - including GW-funded scholarships, fellowships and grants - cannot be accepted in conjunction with payments received through the GW tuition remission benefit plan.

Exceptions may apply to students who meet eligibility for need-based awards as determined by the Office of Student Financial Assistance. Students should contact the Office of Student Financial Assistance at (202) 994-6620 or finaid@gwu.edu for further information. Be sure to disclose the GW tuition remission benefit when applying for financial aid.

*Graduate-level programs may use an open enrollment/deceleration rate if they do not bill by the credit hour.

Part-Time Employee

Dependent Coverage

The level of tuition remission coverage for the dependent(s) of part-time employees is based on the employee’s hire date and full years of benefits-eligible service. Percentage coverage is the same for all dependents; however, program eligibility varies between dependent groups. The stated percentages below increase as of the first day of the semester beginning on or after the anniversary date. For example, if an employee’s anniversary date is November 15, the increase will be effective with the spring semester.

Length of Employee’s Benefits-Eligible Service	Benefit Coverage
Less than one year (first 12 months)	Not eligible
1 - 3 years of service (more than 12 months)	37.5%
4 - 9 years of service (more than 48 months)	45%
10+ years of service (more than 120 months)	50%

Benefit Coverage and Program Eligibility by Student Type

Tuition remission eligibility and coverage for dependents of part-time employees, by program type, is described in the following charts (no per credit semester limits). Tuition rates for all programs are available at studentaccounts.gwu.edu/tuition.

Child Dependent	
For Credit	
Undergraduate Degree	The benefit coverage is based on the employee’s benefits-eligible years of service and calculated based on the undergraduate per credit hour rate or fixed tuition rate, depending on the program and amount of registered credits per semester. One undergraduate degree allowed per eligible dependent.
Graduate Degree	The benefit coverage is based on employee’s benefits-eligible years of service; the benefit is calculated based on the published tuition rate for the program*. Eligible dependents receive coverage for a maximum of eight semesters, unless the dependent received the Tuition Remission benefit towards an undergraduate degree. Please refer to page 6.
Non-Degree Courses	The benefit coverage is based on employee’s benefits-eligible years of service; the benefit is calculated based on the current per credit hour non-degree tuition rate.
Audited Courses	Eligible for the same coverage as undergraduate and graduate degrees. Subject to academic credit limits per program provisions.

*Graduate-level programs may use an open enrollment/deceleration rate if they do not bill by the credit hour.

Spouse/Domestic Partner	
For Credit	
Undergraduate Degree	Percentage based on employee’s benefits-eligible years of service; the benefit coverage is calculated based on the undergraduate per credit hour rate or fixed tuition rate, depending on the program and amount of registered credits per semester.
Graduate Degree	The benefit coverage is based on employee’s benefits-eligible years of service; the benefit is calculated based on the published tuition rate for the program*.
Non-Degree Courses	The benefit coverage is based on employee’s benefits-eligible years of service; the benefit is calculated based on the per credit hour non-degree tuition rate.
Audited Courses	Eligible for same coverage as undergraduate and graduate degrees. Subject to academic credit limits per degree program provisions.
Doctoral Degree	The benefit coverage is based on the employee’s benefits-eligible years of service; the benefit is calculated based on the per credit hour rate of the relevant doctoral program unless otherwise noted. Eligible for one doctoral degree. Please visit page 4 for information about ineligible programs.
Certificate and Certification Courses	The benefit coverage is based on employee’s benefits-eligible years of service; The benefit is calculated based on the published tuition for the program.
Non-Credit	
Non-Credit Courses	The benefit coverage is based on employee’s benefits-eligible years of service; the benefit is calculated based on the published fee for the selected course.

University Awards and Tuition Remission

All university awards - including GW-funded scholarships, fellowships and grants - cannot be accepted in conjunction with payments received through the GW tuition remission benefit plan. Exceptions may apply to students who meet eligibility for need-based awards as determined by the Office of Student Financial Assistance. Students should contact the Office of Student Financial Assistance at (202) 994-6620 or finaid@gwu.edu for further information. Be sure to disclose the GW tuition remission benefit when applying for financial aid.

*Graduate-level programs may use an open enrollment/deceleration rate if they do not bill by the credit hour.

Tax Obligation

The value of the tuition remission benefit may be taxable at the federal and/or state level. A number of factors determine tax withholdings, including the type of degree being pursued and whether the benefit is used for the employee or the employee's dependent(s). We recommend that you consult with a tax advisor to determine the impact on your income and plan accordingly for any additional tax withholding before financially committing to your program.

Undergraduate Benefit

Undergraduate tuition benefits are generally exempt from tax withholdings (i.e. federal, state, Medicare and social security) for employees and their dependents (exceptions are noted below).

Undergraduate tuition remission benefits are subject to federal tax withholding when utilized for:

1. a same sex spouse (if residing in a state that does not currently recognize same sex marriage);
2. a domestic partner; and
3. the children and tax dependents of (1) or (2).
4. An undergraduate course taken by the employee while enrolled in a graduate or doctoral degree program.

Graduate and Doctoral Benefit

Employee

The IRS allows up to \$5,250 for graduate-level courses to be tax exempt per calendar year.¹ Tuition remission benefits received in excess of \$5,250 are included in gross wages and are taxable (i.e. Federal, State, Social Security and Medicare taxes).

If the course is job related, employees can submit a graduate course certification to request tax exemption. Each course is evaluated for tax exemption on an individual basis. Please visit page 14 for more information or visit the [Benefits website](#).

Spouse/Domestic Partner/Child Dependent²

The tuition remission benefit amount is considered taxable income when it's used for graduate-level courses taken by an employee's spouse/domestic partner and/or dependent child² and for doctoral-level courses taken by an employee's spouse/domestic partner.

The full amount of the tuition remission benefit is included in the employee's gross wages and is subject to tax withholding. The amount of withholdings is based on the benefit amount received within the given semester.

Taxable Benefit and Unpaid Status

Active employees who are on unpaid leave and receiving taxable tuition remission benefits are required to make payment arrangements by contacting Benefits at (571) 553-8249 or tuition@gwu.edu.

How Are Taxes Withheld From My Paycheck

Taxes are withheld from the employee's paycheck during the same semester in which the course(s) is taken. The actual amount withheld from each paycheck may vary.

We recommend that you consult with a tax advisor to determine the impact on your income and plan accordingly for any additional tax withholding before financially committing to your program.

If the appropriate tax withholdings are not made, it is the employee's responsibility to contact Benefits at (571) 553-8382 or tuition@gwu.edu.

¹ Not applicable to spouse/domestic partner or dependent child tuition remission benefits for graduate- or doctoral-level programs.

² Child dependents are not eligible for doctoral programs. Please refer to page 6 for details.

How to Apply

Instructions: Tuition Remission Online Application

Online tuition remission applications must be submitted by the employee for each semester that the employee, spouse/domestic partner and/or dependent child is enrolled in courses. Students must already be enrolled in courses prior to the employee completing the online tuition remission application. Please note the tuition remission application deadlines on page 15.

STEP 1: Visit benefits.gwu.edu/tuition-remission and select "Tuition Remission Application."

STEP 2: Log into GWeb. Enter your email and password.

STEP 3: Click on Employee Information.

STEP 4: Click on Tuition Remission Application.

STEP 5: From the "Benefit is for:" dropdown menu, select the person for whom you are submitting the application ("Self" or "Other" if applying for spouse or dependent child). Enter the relevant GWID in the Student's GWID: box. After reviewing all agreement language, check the "I accept" box and click Submit Changes.

If you receive a successful submission message, your online application has been approved. If you receive an error message, please contact Benefits at tuition@gwu.edu.

Instructions: Graduate Course Online Certification for Tax Exemption

The online graduate course certification process is available only to employees of the university who are requesting tax exemption for job-related graduate courses. Employees must submit an online graduate course certification form for each course, every semester, and should consult their supervisors before requesting tax exemption for job-related courses. Please note the graduate course certification deadlines on page 15.

STEP 1: Visit benefits.gwu.edu/tuition-remission and select "Graduate Course Certification."

STEP 2: Click on the Graduate Course Certification for Tax Exemption button to complete the graduate course certification form.

STEP 3: Enter your NetID and password to log in.

STEP 4: Complete all required fields (marked *) and attach all required documents. Please note: Attached file formats should be MS Word, MS Excel, Text or PDF. Do not include any special characters in the file names. After reviewing all agreement language, check the I Agree to the Above box, enter your Employee Initials and click Submit.

If you receive a successful submission message, your online tax exemption request will be forwarded to the next level reviewer. If you receive an error message, please contact Benefits at tuition@gwu.edu.

Please note: It is the employee's responsibility to ensure his/her manager reviews and provides approval via the online portal by the designated deadline.

Deadlines

Tuition Remission Online Application

Tuition remission applications must be submitted for each semester that you and/or your spouse/dependent children are enrolled in classes. The application is available at benefits.gwu.edu/tuition-remission. Please note the deadlines below:

Semester	Application System Opens	Application System Closes
Fall	July 6	October 1
Spring	November 15	February 1
Summer	April 14	June 15

Payment is due by the first day of the university semester as published in the Academic Calendar. If you apply for the tuition remission benefit after that date you may be subject to late fees or other penalties.

Graduate Course Online Certification for Tax Exemption

Employees who wish to have graduate courses considered for job-related tax exemption must submit a graduate course certification for each course, every semester. To submit your certification visit benefits.gwu.edu/tuition-remission. Please note the deadlines below:

Semester	Certification System Opens	Certification System Closes
Fall	July 6	August 17
Spring	October 3	January 5
Summer	April 14	May 11

Note: If a tuition application or certification deadline (as noted above), falls on a weekend, the deadline will be extended to the following Monday.

Adding and Dropping Courses/Withdrawals

If a student adds or drops a course while utilizing the tuition remission benefit, the benefit will adjust accordingly. At no time will the adjusted benefit be issued to the student as a refund or credit for a subsequent semester.

For more information regarding on- and off-campus registration adjustment, including withdrawals, please visit registrar.gwu.edu. Navigate to the Registration menu and select "Withdrawals & Refunds."

Employment Status Changes and Loss of Eligibility

Employment Status Changes

Tuition remission benefit coverage adjustments resulting from a change in employment status, benefits-eligibility, or position are effective the semester following the effective date of the change; changes coincident with the semester start date are effective on the semester start date. Please see examples below:

EXAMPLE 1: Employee transfers from a benefits-eligible part-time position to a benefits-eligible full-time position at GW on March 1 (during the spring semester). Part-time benefit coverage will continue for the duration of the spring semester, and full-time benefit coverage will become effective at the start of the summer semester.

EXAMPLE 2: Employee transfers from a temporary position (benefits-ineligible) to a benefits-eligible full-time position at GW on October 1 (during fall semester). Full-time benefit coverage will become effective at the start of the spring semester.

EXAMPLE 3: Employee transfers from a benefits-eligible to a benefits-ineligible position on April 15 (during spring semester) while receiving the tuition remission benefit for spring semester. The benefit coverage will continue through the end of the current spring semester.

EXAMPLE 4: An employee is hired on September 1 in a full-time benefits-eligible position. The academic fall semester officially begins on August 26, while the course of interest begins on September 30. The employee is ineligible to use the tuition remission benefit since their hire date falls after the start of the academic semester (see [Academic Calendar](#)).

Termination

When leaving the university, it's important to understand the impact on the tuition remission benefit.

Tuition remission benefits end and will be pro-rated based on the date that the employee separates from service at the university.

Spring and Fall Semesters

If an employee separates from the university while utilizing the tuition remission benefit during the spring and fall semesters, the benefit will be pro-rated and the employee will be billed by the Student Accounts Office for the balance. The prorated amount is the difference between the last date of employment and the last day of the University's final exam period (see [Academic Calendar](#)), not the last day of class(es).

Summer Semester

If an employee separates from the university while utilizing the tuition remission benefit during the semester, the benefit will be pro-rated and the employee will be billed by the Student Accounts Office for the balance. The prorated amount is based on the percentage of academic period completed while employed. Benefits are prorated by individual sessions, not by semester.

If you have questions about a pro-rated tuition remission benefit, please contact Student Accounts at (202) 994-7350 or sao@gwu.edu.

Leave of Absence

Active employees on a leave of absence will continue to be eligible for tuition remission benefits for themselves as well as for their spouses/domestic partners and eligible dependent children, for the duration of the leave.

Note: Please review the Tax Obligation section on page 13 for information regarding taxable tuition payment during unpaid leaves of absence.

Long-Term Disability Recipients

Employees who were approved for long-term disability (LTD) prior to separation from the university will continue to be eligible for tuition remission benefits for themselves, as well as for their spouses and eligible dependent children, for the duration of the approved LTD.

- If LTD was approved on or after June 1, 2017: When calculating the level of tuition remission benefits available, consideration is given only to the length of time the LTD recipient was an active, benefits-eligible employee.
- If LTD was approved before June 1, 2017: When calculating the level of tuition remission benefits available, consideration is given to the overall years of service (including years of time as an LTD recipient as well as years of time as an active, benefits-eligible employee)

Note: Tuition remission benefits received for graduate and doctoral programs on behalf of the LTD recipient, or the LTD recipient's spouse or dependent children, are taxable and will be reported to the IRS. LTD recipients will receive a W-2 statement. Tuition remission benefits received for undergraduate programs are not taxable.

Rehired Employees

Employees rehired within one year (365 days) of the date of their separation from service at the university or loss of eligibility from a benefits eligible position will retain accrued service credit.

There is no prior service credit for employees with one or more years (more than 365 days) between their separation of service from the university and loss of eligibility or rehire.

Retirement/Retirees

The retiree tuition remission benefit is based on years of benefits-eligible service. The benefit is available to retirees who meet one of the following requirements on the date of their retirement from the university:

- Age 65;
- Age 60 with a minimum of ten (10) years of continuous full-time or equivalent benefits-eligible service; or,
- Age 55 with a minimum of twenty (20) years of continuous full-time or equivalent benefits-eligible service;

More information about retirement benefits, including eligibility is available on the [Benefits website](#).

Retiree With Less Than 10 Full Years of Continuous or Equivalent Benefits-Eligible Service¹

Employees with less than 10 years of benefits eligible service are eligible for continued tuition remission benefits upon retirement. The benefit will continue for the retiree's spouse and eligible dependent children, **if** they were receiving the benefit at the time of the employee's retirement.

Retiree With More Than 10 Full Years of Continuous (or Equivalent) Benefits-Eligible Service¹

Employees with 10 or more years of benefits-eligible service are eligible for continued tuition remission benefits upon retirement. The retiree's spouse and eligible dependent children are also eligible for tuition remission benefits, regardless of whether or not they were receiving the benefit at the time of the employee's retirement. Dependents acquired through marriage, domestic partnership, adoption or guardianship subsequent to the retirement date are not eligible for tuition remission benefits.

The scope of tuition remission benefits is determined by the employee's employment status at the time of retirement:

- Full-time employee coverage for prior full-time employment, same as full-time employee.
- Full-time spouse coverage for prior full-time employment, same as full-time spouse.
- Full-time dependent child coverage for prior full-time employment, same as full-time dependent child.
- Part-time employee coverage for prior part-time employment, same as part-time employee.
- Part-time spouse coverage for prior part-time employment, same as part-time spouse.
- Part-time dependent child coverage for prior part-time employment, same as part-time dependent child.

¹For example, four years of part-time work on a 50% schedule would equal two years of full-time service

Note: Tuition remission benefits received for graduate and doctoral programs on behalf of the retiree, or the retiree's spouse or dependent children, are taxable and will be reported to the IRS. Retirees will receive a W-2 statement. Tuition remission benefits received for undergraduate programs are not taxable.

Surviving Spouses and Dependent Children

Surviving spouses and dependent children of deceased employees and retirees are eligible for tuition remission benefits if the employee was otherwise eligible for tuition remission benefits at the time of death. Surviving children must meet the definition of eligible dependents as described on page 5. For more information, please contact Benefits at (571) 553-8382 or tuition@gwu.edu.

Glossary

CERTIFICATE: Documented completion of a course or series of courses with a specific focus. Certificates are awarded by an educational program or institution, and demonstrate knowledge with no ongoing requirements.

DEPENDENT (OR TAX DEPENDENT): Child eligible for tuition remission benefits * including a natural child, stepchild, legally adopted child, child placed for adoption or child for whom the employee or his or her spouse is the legal guardian. Dependent status is defined by the Internal Revenue Service (IRS). To determine whether a child qualifies as a dependent please refer to the IRS Publication 501: www.irs.gov.

* Documentation supporting relationship to employee is required.

DOMESTIC PARTNER: Person in a registered Domestic Partnership or Declaration of Domestic Partnership (including, but not limited to, are unmarried and unrelated, share a common residence, and have been emotionally and financially interdependent for at least the past six months).

DUAL COVERAGE: The act of combining the individual benefit coverage of two related, benefits-eligible employees to provide a greater level of coverage to one family member. An employee eligible for tuition remission benefits at GW is not permitted to combine his or her own benefit coverage with that of a spouse or dependent child who is also employed in a benefits eligible position at GW. In such instances, the greater benefit coverage will apply.

DOCTORAL DEGREE: The highest level of academic degree. Students typically begin the doctoral degree program either immediately following, or within a few years of receiving, a master's degree. Some programs may allow a combined curriculum for a dual degree at the master's/doctoral level.

GRADUATE DEGREE: Master's degree program in a specialized field of study. Graduate students are required to complete an undergraduate program prior to admission; however, some programs may allow a combined curriculum for a dual degree at the undergraduate/master's and master's/doctoral levels.

NON-CREDIT COURSE: Course(s) with no academic credit; some non-credit courses may provide educational units applicable to a certificate or certification program.

NON-DEGREE COURSE: Courses that are either non-applicable to a degree program or are taken solely for personal development or

interest without being enrolled in a degree-seeking program.

SEMESTER: Defined period in an academic year.

Note: For tuition remission benefit purposes, courses taken during the summer session(s) constitute one semester. For example, if a student takes one course during summer session one, and another course during summer session two, this constitutes one semester. If a student takes one course during summer session one only, this also constitutes one semester.

SPOUSE: Includes a spouse (same or opposite sex) with no legal separation or divorce in effect; common-law spouse*; and domestic partner* (same or opposite sex), with no dissolution in effect.

* Documentation supporting relationship to employee is required.

UNDERGRADUATE DEGREE: A diploma issued to a student by a college or university following successful completion of an undergraduate program. Undergraduate degrees are often referred to as bachelor's or baccalaureate degrees, with designations including Bachelor of Arts (B.A.), Bachelor of Science (B.S.) and Bachelor of Fine Arts (B.F.A.).

Contact Information

Who to Call	Contact Information
Admissions	
Office of Undergraduate Admissions (Undergraduate Degree Seeking)	(202) 994-6040 undergraduate.admissions.gwu.edu gwadm@gwu.edu
Graduate Enrollment Management (Graduate Degree Seeking)	(202) 994-5984 graduate.admissions.gwu.edu gradinfo@gwu.edu
Office of Non-Degree Students (Non-Degree)	(202) 994-1972 nondegree.gwu.edu onds@gwu.edu
Student Accounts/Tuition Billing For information regarding student account billing information, including adjustments.	
Student Accounts Office	(202) 994-7350 studentaccounts.gwu.edu sao@gwu.edu
Student Financial Assistance/Awards For information on financial aid—including grants, scholarships and other award offerings—as well as information regarding financial awards that are either reduced or voided due to acceptance of the tuition remission credit.	
Office of Student Financial Assistance	(202) 994-6620 financialaid.gwu.edu finaid@gwu.edu
Registration - Add/Drop Courses For information regarding on how to register for classes online and add/drop classes	
Office of the Registrar	(202) 994-994-4900 registrar@gwu.edu registrar.gwu.edu
Tuition Remission Benefits and Taxable Tuition For information regarding the tuition remission benefit, eligibility and tax withholdings associated with taxable tuition.	
GW Benefits	(571) 553-8382 benefits.gwu.edu tuition@gwu.edu
Federal (W-4) and State Tax Withholdings/Paycheck For information regarding federal and state tax withholdings, and other paycheck-related matters.	
Payroll Services	(571) 553-4277 payroll.gwu.edu payroll@gwu.edu