GW Educational Benefit Programs

An overview of the tuition remission and tuition exchange programs.

January 30, 2014
GW Educational Benefit Programs

- Tuition Remission Program
- Eligibility
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- Eligibility
Tuition Remission
GW Educational Benefit Programs

Eligibility

- Employees classified as regular full-time (40 hours/week) and regular part-time (14-39 hours/week)
- The employees’ eligible dependents
- GW affiliates (per contract/agreement)
- Retirees, surviving dependents, employees on approved leave
GW Educational Benefit Programs
Coverage Effective Dates

• STAFF: The first semester following the successful completion of the 90 day initial employment period

• FACULTY, EXECUTIVE STAFF, MEDICAL RESIDENTS, & RESEARCH PERSONNEL: The semester coinciding with or following the hire/appointment date
Full-Time employees enrolled in an undergraduate, graduate, or non-degree program have the following academic credit allowances:

- Spring – 6 credits
- Summer – 9 credits
- Fall – 6 credits

Full-Time employees enrolled in a doctoral program have no academic credit limits.
Part-Time employees enrolled in an undergraduate, graduate, or non-degree program have the following academic credit allowances:

- Spring – 3 credits
- Summer – 3 credits
- Fall – 3 credits

Part-Time employees enrolled in a doctoral program have two tiers of coverage: Three or less credits are covered at 96%; four or more covered at 48%.
GW Educational Benefit Programs

Benefit Coverage

• 96% reduction of the tuition rate

• Not to exceed the current Columbian College rate (UG: $1,315.25/AH; GD: $1,440.00/AH)

• University fees, books, housing, meals, student account interest charges and late fees are excluded from coverage
GW Educational Benefit Programs

Courses/Programs Ineligible for Coverage

- Executive Graduate Programs
- Medical Doctor Degree
- Ph.D. Clinical Psychology Program
- The law school JD degree will be remitted at the graduate level, not Ph.D.
- Courses/Programs with shared-revenue arrangement or outsourced third party
- Certificate/Certification programs with shared-revenue arrangement or outsourced third party
Per IRS regulations, The tuition benefit is taxable for the following groups and/or conditions
• Employee receives a tuition benefit(s) for graduate or doctoral level courses unrelated to their primary position that exceeds $5,250.00 during the calendar year

• Employee is pursuing a degree putting them on a new career path

• Employee classified as staff pursuing a doctoral degree (research personnel and faculty may be excluded)
The employee needs to provide the following:

1- Submit the completed certification form(s) (available online) with written explanation on how course has direct correlation to current (primary) position with manager’s/supervisor’s signature.

2- Provide course description or syllabus excerpt (preferred)

3- Job description (Physicians and faculty can provide list of job responsibilities)
Prior to signing the certification form, verify to the best of his/her knowledge that the course is job-related (per IRS guidelines noted on the certification form).

If the employee’s certification(s) is denied and wishes to appeal, the management works with the employee to detail an explanation how the course is directly work-related and provide examples.
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<thead>
<tr>
<th>Description</th>
<th>Before Taxable Withholdings</th>
<th>Total Taxable Withholdings</th>
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<tr>
<td>Gross Earnings</td>
<td>$1,315.20</td>
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<td>FICA Medicare</td>
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<td>Maryland Income Tax</td>
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<td>Benefit Deductions</td>
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<tr>
<td><strong>Net Income</strong></td>
<td><strong>$835.19</strong></td>
<td><strong>$5.92</strong></td>
</tr>
</tbody>
</table>
Tuition Exchange
GW Educational Benefit Programs
Tuition Exchange Program Highlights

• Tuition Exchange, Inc. administers a scholarship exchange program involving over 650 universities and colleges

• Allows employees’ dependent children of member schools to compete for openings/scholarship awards (select number) outside their institution

• Scholarships can range from full to partial coverage of tuition costs

• Number of openings dictated by number of import/export student ratios and Tuition Exchange, Inc.
GW Educational Benefit Programs
Tuition Exchange Participant Eligibility

• Employees classified as regular full-time (40 hours/week) and regular part-time (14-39 hours/week)

• Employees with or more years of benefit eligibility are eligible for participation

• Available to GW affiliates, retirees and MFA (Associates) physicians

• Sponsoring employees must remain in benefit eligible position for continued coverage/eligibility

• Eligible dependents are children ages 18 - 24 enrolled in an undergraduate program. Graduate/doctoral students are ineligible for the Tuition Exchange scholarship
GW Educational Benefit Programs
For More Information

Contact the Tuition Administration Office at 703-726-8249 or tuition@gwu.edu

To further address questions regarding educational benefits, please contact Sotiri Kospanos at skospanos@email gwu.edu.