



## YESHIVA UNIVERSITY TUITION REMISSION BENEFIT POLICY

**Eligible Employees:** Full-time faculty and full-time exempt and non-exempt non-union staff, and their respective spouses and qualified dependent children, are eligible for Tuition Remission benefits after 90 days of employment. Upon the completion of 90 days of employment the tuition benefit will be applied retroactively to the date of employment.

Full-time union staff who transfer into a non-union full-time position may use time in a full time union position to meet the 90 day waiting period. Upon the completion of 90 days of employment in the non-union position, the tuition benefit will be applied retroactively to the date of transfer.

Employees who are rehired after a break in service must meet the 90 day service requirement. Upon completion of 90 days in a full time position, the tuition benefit will be applied retroactively to the date of return.

Dependent Children: A dependent child is defined as one who receives more than one-half support from the employee and is claimed as a dependent by the employee on their tax return in each year of the tuition benefit. As proof of dependency, employees must submit a copy of the Filing Status section of the employee's latest Federal Income Tax return listing the child as a dependent.

Employees are not permitted to enroll in any course scheduled during their regular work hours. The Supervisor must approve the employee's enrollment in any program.

Tuition Remission benefits are extended for one semester at a time. The benefits are not retroactive and will continue only as long as the employee is eligible. All employees in the above designated eligible classes must be employed by the University on a full-time basis immediately prior to the start of the semester for which benefits are being requested

Benefits will cease immediately upon the employee's termination of employment, a change to an ineligible employment status or if the employee's dependent child or spouse is no longer eligible (for example, a dependent child can no longer be claimed on the employee's tax return, or upon the divorce of the employee and spouse). If the loss of eligibility occurs during the semester, the employee shall be required to reimburse the College for the full or partial amount of that semester's benefit. The reimbursement shall be prorated according to the date of the loss of eligibility



A completed benefit application for Tuition Remission must be submitted to the Benefits Office on Wilf Campus, no later than the first day of the semester for which benefits are being requested. A new benefit application form must be completed for each semester that benefits are being requested. Financial aid may be adjusted upon receipt of Tuition Remission Benefits.

The Tuition Remission benefit applies to tuition only. Fees are not included in the benefit.

Tuition Benefits for children of employees are awarded to the dependent child, not the employee. Therefore, the maximum benefit awarded to a child will not be affected or increased if the child has more than one parent employed by the University.

**Benefits:** Yeshiva University New York-based degree programs are eligible for the Tuition Remission Benefits. Joint programs or programs (in whole or in part) offered with, or administered or serviced by, third parties are not eligible for Tuition Remission. Certificate programs are not eligible for Tuition Remission. **EMPLOYEES MUST CONTACT HUMAN RESOURCES TO CONFIRM THE REMISSION ELIGIBILITY OF ANY PROGRAM BEFORE ENROLLING.**

Employees who enroll in an eligible Yeshiva University (other than Katz School) undergraduate, graduate or professional program will receive 100% reduction of the tuition in effect on the date of registration.

Employees who enroll in an eligible Katz School program will receive 50% reduction of the tuition in effect on the date of registration.

Dependent children of eligible employees who enroll in the Yeshiva University High Schools or in an eligible Yeshiva University undergraduate school (other than Katz School) will receive 75% reduction of the tuition in effect on the date of registration.

Dependent children of eligible employees who enroll in an eligible Yeshiva University graduate, professional, Katz School or Associates program will receive 50% reduction of the tuition in effect on the date of registration.

Spouses of eligible employees who enroll in an eligible Yeshiva University undergraduate, graduate, professional, Katz School or Associates program will receive 25% reduction of the tuition in effect on the date of registration.



Courses taken during the summer session by qualified dependent children of eligible employees who are enrolled in an eligible degree program in the University will be eligible for Tuition Remission Benefits in accordance with the benefits described above.

Employees must check with Human Resources to determine the eligibility of each program before enrolling. Interpretations of the eligibility criteria of any program will be determined at the sole discretion of the University's Policy Committee. The University reserves the right to prospectively modify or withdraw the benefits outlined and/or change eligibility requirements.

**Taxation of Tuition Remission Benefits:** Tuition remission benefits may be taxable to the employee depending on the course and the program that the student is enrolled in. Generally, tuition remission benefits for undergraduate and High School programs for the employee or the employee's eligible dependents and spouse are tax-free. However, graduate level (and above) tuition remission for an employee's eligible dependents and spouse is fully taxable to the employee. For employees enrolled in graduate level (and above) programs, the tuition remission is also taxable to the employee but only to the extent the remission exceeds \$5,250 per calendar year, unless the graduate program is determined to be "related" (as defined by the IRS) to the employee's job. If the graduate program meets the IRS "job related" exception tests, the tuition remission is fully tax-free to the employee.

For those employees who feel that their graduate courses are job related and want to take advantage of the tax exception under IRC Section 132, please complete the Graduate Level Course Job Related Designation Form along with your Tuition Remission Application. Please note this exception does not apply to tuition remission benefits for spouses and qualified dependents who attend a University graduate program, which is treated as 100% taxable income to the employee. In accordance with IRS rules, taxable employee tuition benefits are treated as compensation income and subject to applicable withholding and employment taxes. To learn more about these rules, please refer to IRS Publication 970. The University does not provide tax, legal or accounting advice, and employees and others should consult with their own advisors.