TUITION REMISSION BENEFITS
FOR EMPLOYEES
Contents:

- Eligibility
- Coverage
- Eligible/Ineligible Programs and Courses
- Deadlines
- Online Application
- Benefit - Taxation
- Online Certification
- Taxable Obligation
- Important Points
# Tuition Remission Program -- Eligibility

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Employee Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>1st semester coinciding or following the appointment date</td>
</tr>
<tr>
<td>Executive Management</td>
<td>1st semester coinciding or following the appointment date</td>
</tr>
<tr>
<td>Medical Residents</td>
<td>1st semester coinciding or following the appointment date</td>
</tr>
<tr>
<td>Research Personnel</td>
<td>1st semester coinciding or following the appointment date</td>
</tr>
<tr>
<td>Staff</td>
<td>1st Semester following 180 days of employment</td>
</tr>
</tbody>
</table>

- Staff must check the 180 days at the important dates calendar posted at tuition remission webpage
- For additional information, please refer to the **Tuition Remission Policy** on the GW Benefits website
# Tuition Remission Program - Coverage

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Level of Tuition Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>90% of 6 credit hours per semester for Undergraduate, Graduate degrees, Certificate programs and Non-Degrees</td>
</tr>
<tr>
<td></td>
<td>90% for Doctoral courses, with no semester credit hour caps</td>
</tr>
<tr>
<td></td>
<td><em><strong>The benefit for undergraduate degrees will be awarded at 100% increase if the employees pursuing their first undergraduate degree.</strong></em></td>
</tr>
<tr>
<td>Part-Time</td>
<td>90% of 3 credit hours per semester on Undergraduate, Graduate degrees, Certificate programs and Non-Degrees</td>
</tr>
<tr>
<td></td>
<td>90% of 1 to 3 credit hours per semester for Doctoral courses (or 45% of 4 or more credit hours per semester)</td>
</tr>
<tr>
<td></td>
<td><em><strong>The benefit undergraduate degrees will be awarded at 100% increase if the employees pursuing their first undergraduate degree.</strong></em></td>
</tr>
</tbody>
</table>

The tuition remission benefit may only be applied to the cost of tuition; it is not applicable to fees, charges or penalties. The percentage of coverage will not exceed the Columbian College rate. Please visit the Student Accounts Office website and check the current CCAS rates. For additional information, please refer to the Tuition Remission Benefit Policy on the Benefits website.
### Eligible Programs

All regular programs and courses that are offered at GW

### Ineligible Programs and Courses

- Certain Executive Degrees
- M.D. Degree within the Medical School
- Ph.D. in Clinical Psychology Degree
- Online Programs and Courses offered by a third party at a GW (e.g. Trilogy, Cvent, Embanet, 2U, Colloquy, etc.)

- **The Tuition Remission Program covers only for programs and courses at GW**
- Employees who wish to utilize the benefit for a specific program or course must contact that school to verify eligibility for tuition remission coverage.
- For additional information on eligible/ineligible programs or courses, please refer to the tuition remission webpage
<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Deadline</th>
</tr>
</thead>
</table>
| Fall      | Application system opens July 6.  
  **Application due October 1** of following year.                                     |
| Spring    | Application system opens November 15.  
  **Application due February 1**.                                                      |
| Summer    | Application system opens April 14.  
  **Application due June 15**.                                                          |

- Students must be enrolled for classes prior to using the online application
- Students cannot apply for the benefit prior these dates nor for future semesters
- For additional information, please check the *tuition remission* webpage
Tuition Remission

Tuition Remission

We want to educate the world, and that includes you!

At GW, we provide a world-class education to our students and extend that to our local and global communities. As part of the GW community, we feel it is important to offer our employees and their dependents an opportunity to participate in our formal education. The tuition remission benefit pays a percentage of tuition costs not to exceed the Columbian College rate. The benefit does not apply to ineligible courses and programs, fees and student account financial penalties.

All students (employee, spouse, domestic partner, or children) must follow normal university registration procedures to enroll for classes and then apply for the tuition remission benefit (please see section below regarding the new online application process). No benefit coverage is provided for courses taken at other colleges or universities. (Dependent children may be eligible for undergraduate tuition under the Tuition Exchange Program.) Please review important dates before applying for the benefit.

The online tuition remission application is available to employees, their dependents and retirees of the university. Please take some time to learn more about the online tuition remission application process by reviewing our tools and resources:

Tuition Remission Online Application

Please note: Paper applications will no longer be accepted for employees, their dependents and retirees. (All other groups (dependents of retirees, affiliates, dependents of deceased employees) will continue to submit paper applications.

Important Application (online and hardcopy) Acceptance Dates:

Visit https://benefits.gwu.edu/tuition-remission and click on the blue button to start the process.
Tuition Remission Program – Login to GWeb to access

Sign in using the appropriate button below.

NOTE: if after signing on you receive a “No Assertions Found” message, closing all browser sessions and opening a brand new session will resolve the issue. To prevent this issue from occurring click Exit to logout of GWeb.

Access with GW Email

Students

Faculty & Staff

Access with GWID & PIN

Students & Applicants

Former Faculty & Staff

Type on browser https://it.gwu.edu/gweb and then click on Faculty & Staff to log in by entering your email and password.
Please enter your Email and Password to login to the online form
Welcome to the WWW Information System!

Student Records and Registration
- Registration Menu
- Student Records Information Menu
- Student Accounts Menu
- Admissions
- Veteran Menu

Faculty Menu
- Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee Information
- Retirement Benefits
- Benefits and Deductions
- Pay Information
- Tax Forms
- Current and Past Jobs
- TaskStream
- Conflict of Interest Reporting

Personal Information Menu
- View Addresses and Phones
- Update Addresses and Phones
- View Emergency Contacts
- Update Emergency Contacts
- View Email Address(es)
- Update Email Address(es)
- Change PIN

GW Alert Emergency Notification
- View GW Alert Emergency Notification
- Update GW Alert Emergency Notification

Click “Employee Information”
Select relationship type from the “Benefit is for: Self” drop down menu. Upon review of the Tuition Remission Benefit Policy and disclaimer, please check the “I accept” box and click “Submit Changes.”
Select relationship type from the “Benefit is for:” drop down menu. For spouses/domestic partner/children, select “Other” and enter his/her GWID in the Student’s GWID field. Upon review of the Tuition Remission Benefit Policy and disclaimer, please check the “I accept” box and click “Submit Changes.”
If you received the message above, your online submission was successful. However, if you received an error message, please contact us at tuition@gwu.edu
Undergraduate Courses: Generally tax-free

Graduate/Doctorate Courses: IRS considers this benefit as a compensation and therefore is taxable. The $5250 tax-free allowance per calendar year (CY). Coverage for courses exceeding CY tax-free allowance are taxable unless certified as tax exempt.

OPTIONS

1. Submit online the graduate course certification form(s) with course description or syllabus excerpt (if available, but preferred) AND job description (physicians and faculty can provide list of job responsibilities).

2. If the employee is pursuing a degree putting them on a new career path or promotion, GW Benefits will apply tax deductions for the given semester and inform employee(s) via email with details.
Tuition Remission Program – Requesting Tax Exemption

Tuition Remission

We want to educate the world, and that includes you!

At GW, we provide a world-class education to our students and extend that to our local and global communities. As part of the GW community, we feel it is important to offer our employees and their dependents an opportunity to participate in our formal education. The tuition remission benefit pays a percentage of tuition costs not to exceed the Columbian College rate. The benefit does not apply to ineligible courses and programs, fees and student account financial penalties.

All students (employees, spouse, domestic partner, or children) must follow normal university registration procedures to enroll for classes and then apply for the tuition remission benefit (please see section below regarding the new online application process). No benefit coverage is provided for courses taken at other colleges or universities. (Dependent children may be eligible for undergraduate tuition under the Tuition Exchange Program.) Please review important dates before applying for the benefit.

The online tuition remission application is available to employees, their dependents and retirees of the university. Please take some time to learn more about the online tuition remission application process by reviewing our tools and resources:

- Tutorial
- Skiplight (NetID and password required. Be sure to allow Skiplight pop-ups on your browser.)
- Frequently Asked Questions

Tuition Remission Online Application

Please note: Paper applications will no longer be accepted for employees, their dependents and retirees. (All other groups (dependents of retirees, affiliates, dependents of deceased employees) will continue to submit paper applications).

Important Application (online and hardcopy) Acceptance Dates:

Visit https://benefits.gwu.edu/tuition-remission and click on the brown button to start the process.
## Tuition Remission Program – Tax Exemption – Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Online Graduate Course Certification Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Certification system opens June 18.</td>
</tr>
<tr>
<td></td>
<td><strong>Application due August 17</strong> of following year.</td>
</tr>
<tr>
<td>Spring</td>
<td>Certification system opens October 3.</td>
</tr>
<tr>
<td></td>
<td><strong>Application due January 5.</strong></td>
</tr>
<tr>
<td>Summer</td>
<td>Certification system opens April 14.</td>
</tr>
<tr>
<td></td>
<td><strong>Application due May 11.</strong></td>
</tr>
</tbody>
</table>

- Employees must consult their Supervisors for requesting tax exemption for work related courses and request reviewing their online submissions.
- Employees will know prior to the start of a semester if courses are approved as work related or denied.
- If you missed the deadline, tax deductions will apply to your paycheck(s) for the given semester.
- For additional information, please check the tuition remission webpage.
TUITION REMISSION GRADUATE COURSE CERTIFICATION

Before you submit your graduate course certification request, please review the following information to be sure this process applies to you.

The online tuition remission application and online course certification is available to eligible GW University employees only. Please review employee eligibility requirements on Page 6 of the Tuition Remission policy: https://benefits.gwu.edu/tuition-remission

- GW University Affiliates: Please continue using the paper applications available at https://benefits.gwu.edu/tuition-remission.
- GW Medical Faculty Associates and GW Hospital Employees: Please contact your Human Resources department for instructions and forms.

IMPORTANT:

GW employees eligible for GW’s Tuition Remission Benefits should submit their Tuition Remission Benefit Application in GWeb prior to proceeding with submitting Graduate Course Certifications for Tax Exemption consideration. These are two separate processes. GW employees, please click the blue button below if you need to apply for the Tuition Remission Benefit. Note: Clicking the button will direct you to GWeb. Log-in and click on the Employee Information tab to locate the tuition remission application.

Tuition Remission applications for GW university employees and affiliates must be submitted by the following dates.

- Spring Semester: October 3 through February 1
- Summer Semester: April 14 through June 15
- Fall Semester: June 18 through October 1

If you believe your course is eligible for tax exemption after you review the Taxable Tuition FAQ's document on https://benefits.gwu.edu/tuition-remission and have completed your Tuition Remission Benefit Application, please click the green button below to initiate your Graduate Course Certification request. Note: Successful submission of your request is not a confirmation of the course being tax exempt eligible.

Graduate Course Certification requests for GW university employees and affiliates must be submitted by the following dates.

- Spring Semester: October 3 through January 5
- Summer Semester: April 14 through May 11
- Fall Semester: June 18 through August 17

Click the blue button to apply for the tuition remission benefit OR click the green button to complete a graduate course certification form.
Please enter your Net ID and password to login to the webpage
Complete all required fields with * and attach all required documents. Next, review the agreement language, check the box to agree and initial. Click “Submit.”
If you click submit and receive this message, please review the format of your attached files. Also, you must remove any special characters from the file names before uploading. Examples - [(]*&^%$@!^-)](\[]\)
Thank you for submitting your tax exemption request.

If you have an additional course(s) that you believe is eligible for tax exemption, please remember that you need to submit a separate request for each course. (Click Here to fill out a new form)

Note: This is not a confirmation of your graduate course certification request being approved for tax exemption. You will receive separate email notifications as your request goes through the approval process.

As a reminder, graduate course certifications must be submitted by the following semester due dates for tax exemption consideration:

- Fall Semester: June 18 through August 17
- Spring Semester: October 3 through January 5
- Summer Semester: April 14 through May 11

Have questions? Please contact the Tuition Programs Administrator at tuition@gwu.edu or (571) 553-8249

GW Benefits
Human Resource Management and Development

If you received this message, your submission was successful and forwarded to the next level reviewer.

If you receive an error message, please contact us at tuition@gwu.edu
### Pay Stub – Example – Tax Deductions

Tuition Benefit Amount received this semester: $11,340.00  
IRS Annual (Calendar Year) Graduate Tax-Free Allowance: $5,250.00  
Taxable Amount: $6,090.00  
*(6) Six Scheduled Deductions $1,015.00 taxable amount per check

#### Pay Record Prior to Taxable Withholdings

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Earnings:</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>FICA Medicare:</td>
<td>$36.25</td>
</tr>
<tr>
<td>FICA Old Age:</td>
<td>$155.00</td>
</tr>
<tr>
<td>Federal Income Tax:</td>
<td>$225.00</td>
</tr>
<tr>
<td>Maryland Income Tax:</td>
<td>$150.00</td>
</tr>
<tr>
<td>Benefit Deductions:</td>
<td>$566.25</td>
</tr>
<tr>
<td><strong>Net Income:</strong></td>
<td>$1,933.75</td>
</tr>
</tbody>
</table>

#### Pay Record with Taxable Amount per Check: $1,015.00

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Earnings:</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>FICA Medicare:</td>
<td>$50.97</td>
</tr>
<tr>
<td>FICA Old Age:</td>
<td>$217.93</td>
</tr>
<tr>
<td>Federal Income Tax:</td>
<td>$316.35</td>
</tr>
<tr>
<td>Maryland Income Tax:</td>
<td>$210.90</td>
</tr>
<tr>
<td>Benefit Deductions:</td>
<td>$796.15</td>
</tr>
<tr>
<td><strong>Net Income:</strong></td>
<td>$1,703.85</td>
</tr>
</tbody>
</table>

Variance $566.25 - $796.15 = $229.90 - *This is the net amount of tax paid per check*

The actual tax withholding amount is determined by income, tax brackets and designations you indicated on federal and state tax withholding forms.
Important Points

- Check available programs at GW
- Verify your benefits eligibility with the GW Benefits Team
- Once you are accepted at a GW program, you must visit the tuition remission webpage and review:
  - Tuition Remission Policy
  - Important Dates for Eligibility
  - Ineligible Programs and Courses
  - Tutorials
  - FAQs and many more

- Place the important Deadlines in your personal calendar to apply for the benefit and or tax exemption *(you must apply for the benefit and tax exemption every semester)*

- For additional information about the Tuition Remission Program, please contact us via email at tuition@gwu.edu or via phone at 571-553-8249