TUITION REMISSION BENEFITS
For Spouses and Domestic Partners
Tuition Remission Program

Contents:

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- Coverage
- Eligible/Ineligible Programs and Courses
- Deadlines
- Online Application - Steps
- Benefit - Taxation
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# Tuition Remission Program -- Eligibility

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

- * Staff must check the 180 days at the important dates calendar posted at tuition remission webpage
- * Research Personnel: Coverage for Dependents effective date coincident with employee effective date (1\textsuperscript{st} semester following 90 days of employment).
- For additional information, please refer to the **Tuition Remission Policy** on the GW Benefits website
## Tuition Remission Benefit -- Coverage

<table>
<thead>
<tr>
<th>Full-Time Coverage</th>
<th>Part-Time Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 48% during the first 5 years of employment</td>
<td>• 24% during the first 5 years of employment</td>
</tr>
<tr>
<td>• 71% more than 5 years of employment - max</td>
<td>• 35.5% more than 5 years of employment - max</td>
</tr>
</tbody>
</table>

**There are no credit hours cap per semester**

- Initial enrollment – Employees must provide proof of relationship document to GW Benefits
- The Benefit is for tuition only and not for fees, charges or penalties
- For additional information, please refer to the **Tuition Remission Policy** on the GW Benefits website
Tuition Remission Program – Eligibility of Programs and Courses

### 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
- 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 their spouse or domestic partner 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>
<tbody>
<tr>
<td>Fall</td>
<td>Application system opens July 6. Application due October 1 of following year.</td>
</tr>
<tr>
<td>Spring</td>
<td>Application system opens November 15. Application due February 1.</td>
</tr>
</tbody>
</table>

- Spouse or Domestic Partner must be enrolled for classes prior to using the online application
- Employees cannot apply for the benefit prior these dates nor for future semesters
- For additional information, please check the tuition remission webpage
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
- Skillport (Kerf) and password required. Be sure to allow Skillport 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 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
Tuition Remission Program – GWeb -- Online Application

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 Addresses
- Update Email Addresses
- 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:” 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.”
Tuition Remission Application

Thank you for accessing the online tuition remission benefits application. Your application has been approved.

The tuition benefit will be applied to your student account. Please allow 48 hours for your records to be updated.

*Note: The percentage of coverage will not exceed the current Columbian College (CCAS) rate. Please check the current CCAS tuition rates at the Student Accounts Office website.*

The university manages its tuition remission plan in accordance with Internal Revenue Service (IRS) regulations. Graduate tuition remission received for a dependent is subject to Federal Income and Social Security withholding taxes.

For additional information regarding taxable tuition including taxable tuition for sponsored spouses/domestic partners and children, please visit the tuition remission webpage.

Have questions? Please contact us at tuition@gwu.edu or (571)553-8249.

Thank you.

GW Benefits

**RELEASE: 8.6**

If you receive the message above, your submission was for your dependent 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

GW Benefits will apply tax deductions for the given semester and inform employee(s) via email with details

- Employees who received the email notice for tax deductions, must inform GW Benefits if their Spouse or Domestic Partner added or dropped courses so the tax deductions can be adjusted
- The benefit amount received must be paid in full within a given semester
- For additional information, please check the tuition remission webpage
Pay Stub – Example – Tax Deductions

Dependent Tuition Benefit Amount Subject to Tax: $10,140.00

Bi-Weekly Pay *(6) Six Scheduled Deductions $1,690.00 taxable amount per paycheck

Pay Record Prior to Taxable Withholdings

| Gross Earnings: | $3,000.00 |
| FICA Medicare: | $43.50 |
| FICA Old Age: | $186.00 |
| Federal Income Tax: | $270.00 |
| State Income Tax: | $180.00 |
| Benefit Deductions: | $679.50 |
| Net Income: | $2,320.50 |

Pay Record with Taxable Amount per Check: $1,690.00

| Gross Earnings: | $3,000.00 |
| FICA Medicare: | $68.01 |
| FICA Old Age: | $290.78 |
| Federal Income Tax: | $422.00 |
| State Income Tax: | $194.40 |
| Benefit Deductions: | $975.19 |
| Net Income: | $2,024.81 |

Variance $679.50 - $975.19 = $295.69 - 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

• Spouse or Domestic Partner must check available programs at GW
• Employees must verify their benefits eligibility with the GW Benefits Team
• Once Spouse or Domestic Partner is accepted at a GW program, the Employee must visit the tuition remission webpage and review:
  o Tuition Remission Policy
  o Important Dates for Eligibility
  o Ineligible Programs and Courses
  o Tutorials
  o FAQs and many more

• Place the important Deadlines in your personal calendar to apply for the benefit
• (you must apply for the benefit on your spouse or domestic partner behalf 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