An overview of the tuition remission and tuition exchange programs.

January 30, 2014

TUITION REMISSION BENEFITS
For Dependents
(Spouses/Domestic Partners/ Children)
Tuition Remission Program

Contents:

• Eligibility
• Coverage
• Eligible/Ineligible Programs and Courses
• Deadlines
• Online Application - Steps
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Dependents – Eligibility

**Definition:** Dependents include: Spouses, Domestic Partners, Children (an eligible child includes a natural child, stepchild, a legally adopted child, a child placed for adoption, or a child for whom the employee or his or her spouse/domestic partner, are the legal guardian.)

**Note for Children age 24 or older** -- Tax dependent status is defined by the Internal Revenue Service. To determine whether a child meets the test in order to qualify as a tax dependent, please refer to IRS Publication 17. A copy of pages 1 and 2 of the most recent tax return (form 1040) from his or her parent with sensitive information redacted is required for proof of tax dependent status.

- For additional information, please refer to the Tuition Remission Benefit Policy on the Benefits website
## Tuition Remission Benefit -- Coverage

<table>
<thead>
<tr>
<th>Full-Time Coverage</th>
<th>Part-Time Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Eligible -- Less than 1 year of service (First 12 months)</td>
<td>Not eligible -- Less than 1 year of service (First 12 months)</td>
</tr>
<tr>
<td>75% -- 1 - 3 years of service (More than 12 months)</td>
<td>37.5% -- 1 - 3 years of service (More than 12 months)</td>
</tr>
<tr>
<td>90% -- 4 - 9 years of service (More than 48 months)</td>
<td>45% -- 4 - 9 years of service (More than 48 months)</td>
</tr>
<tr>
<td>100% -- 10+ years of service (More than 120 months)</td>
<td>50% -- 10+ years of service (More than 120 months)</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 Benefit Policy on the Benefits website
The Tuition Remission Benefit applies only to courses and programs offered and billed by 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.
# Tuition Remission Program – Application Deadlines

## Tuition Remission Online Application -- Important Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>July 6 through October 1</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>November 15 through February 1</td>
</tr>
<tr>
<td><strong>Summer Semester</strong></td>
<td>April 14 through June 15</td>
</tr>
</tbody>
</table>

**Notes:** Online applications submitted subsequent to the semester due date are considered late and will not be accepted. Please remember to complete the online application process by the semester due date. If a deadline falls on a weekend, applications will be accepted through the following Monday.

- 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
Visit [https://benefits.gwu.edu/tuition-remission](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

Access with GWID & PIN

Students

Students & Applicants

Faculty & Staff

Former Faculty & Staff

Click on Faculty & Staff to log in by entering your email and your password.
Tuition Remission Program – GWeb -- Online Application

Welcome, enter system, 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 and domestic partners, 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: All graduate-level coursework taken by an employee’s spouse/domestic partner and/or dependent child is required to be reported as imputed taxable income to the employee. Taxes will be deducted from the employee’s paychecks based on the benefit amount to be paid within a semester.

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

**Benefit Amount Subject to Tax:** $3,044.40

*(6) Six Scheduled Deductions $507.40 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>$1,315.20</td>
</tr>
<tr>
<td>FICA Medicare</td>
<td>$35.00</td>
</tr>
<tr>
<td>FICA Old Age</td>
<td>$60.00</td>
</tr>
<tr>
<td>Federal Income Tax</td>
<td>$150.00</td>
</tr>
<tr>
<td>Maryland Income Tax</td>
<td>$63.00</td>
</tr>
<tr>
<td>Benefit Deductions</td>
<td>$308.00</td>
</tr>
</tbody>
</table>

**Net Income:** $1,007.20

### Pay Record with Taxable Amount per Check: $507.40

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Earnings</td>
<td>$1,315.20</td>
</tr>
<tr>
<td>FICA Medicare</td>
<td>$52.00</td>
</tr>
<tr>
<td>FICA Old Age</td>
<td>$90.00</td>
</tr>
<tr>
<td>Federal Income Tax</td>
<td>$250.00</td>
</tr>
<tr>
<td>Maryland Income Tax</td>
<td>$93.00</td>
</tr>
<tr>
<td>Benefit Deductions</td>
<td>$485.00</td>
</tr>
</tbody>
</table>

**Net Income:** $830.20

**Variance $485.00 - $308.00 = $177.00 - 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

- Dependents must check available programs at GW
- Employees must verify their benefits eligibility with GW Benefits
- Once a dependent is accepted in a GW program, the Employee must visit the tuition remission webpage and review:
  - Tuition Remission Benefit 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
  (you must apply for the benefit on your dependent’s 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