The University of Tulsa

TUITION ASSISTANCE BENEFIT

What You Should Know

GENERAL POLICIES

- Full-time employees hired after the beginning of the semester, but prior to the census date, may enroll themselves, spouse and dependent children and are eligible for 50% tuition discount during the first year of TU employment.
- Based on an employee's anniversary date, after one year of service, full-time employees and their eligible dependents are entitled to 100% tuition benefits. Anniversary dates that fall after the start of a semester will be eligible for 100% tuition benefits beginning the following semester.
- A Tuition Benefit Application must be completed each semester.
- The employee may enroll in one class per semester during regular work hours, if approved by supervisor, with a maximum of 9 hours per semester.
- Scholarships and Institutional Grants directly affect Tuition Reduction. Please discuss individual situations with the Financial Aid Office.
- The Tuition Benefit may affect eligibility for federal and state financial aid based on financial need (family's financial situation – income, assets, size of family, etc.)
- The Tuition Benefit will cover non-refunded tuition charges in the event of a withdrawal or drop of classes.

UNDERGRADUATE CLASSES

- The Tuition Benefit for undergraduate classes is not taxable.
- The Tuition Benefit is processed by direct credit to the student account.

GRADUATE/LAW CLASSES

- The Tuition Benefit for Graduate/Law classes may be taxable for employees, their spouse, and eligible dependents. There is a $5,250 exclusion for employees only. Graduate courses may be taxable if they are taken in pursuit of a graduate level degree. However, if the graduate level courses are taken in pursuit of an undergraduate level degree, the courses would not be taxable.
- The taxes are based on IRS rates for taxable fringe benefits.
- The Tuition Benefit is processed by check payable to employee which is posted to the student's account.
- Generally the tuition benefit is processed at the end of the drop and add period.
  - In the case of a course drop or withdrawal, the tuition benefit and appropriate taxes will be adjusted based on the university's tuition refund schedule.

YOU SHOULD REFER TO THE TUITION BENEFIT POLICY ONLINE UNDER POLICY MANUAL AT http://www.utulsa.edu/personnel/. FOR ALL THE DETAILS OR YOU MAY CONTACT THE OFFICE OF HUMAN RESOURCES AT 631-2259.