



# MOLLOY UNIVERSITY

Policy # HR.203  
Educational Benefits  
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Treasurer  
Responsible Office: Human Resources  
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## EDUCATIONAL REIMBURSEMENT

### TUITION REMISSION

#### Requirements

To qualify for tuition remission benefits, an employee must be employed in a benefits-eligible position and meet the service requirements specified under each benefit. For the purpose of eligibility for this Plan:

#### Undergraduate Tuition Remission

Full Time Faculty, Staff and Administrators and retirees with 10 or more years of service.	50% tuition reduction for the employee and up to 3 eligible relatives after 3 months of employment. 100% tuition remission for the employee and up to 3 eligible relatives after one year of employment.
Part Time (Adjunct) Faculty and Seasonal Per Diem Employees	100% tuition remission for the employee after working 4 full semesters, 50% tuition reduction for their eligible dependents after working 4 full semesters. Maximum of 3 dependents.
Part Time Staff and Administrators	Receive a prorated share of the Full-time benefit calculated as a function of hours worked per week.
Athletic Coaches (Full and Assistant)	A maximum of 4 courses per year for the coach or their eligible dependent. After two full years' service, 100% tuition remission for the employee, 50% tuition reduction for their eligible dependents. Maximum of 3 dependents.

### **Graduate Tuition Remission**

Full Time Faculty, Staff and Administrators	50% tuition reduction for the employee after 3 months of employment. (25% for their eligible dependents). 100% tuition remission for the employee after one year of employment. (50% tuition remission for their eligible dependents)
Part Time (Adjunct) Faculty and Seasonal Per Diem Employees	100% tuition remission for the employee after working 4 full semesters. 25% tuition reduction for their eligible dependents after working 4 full semesters. Maximum of 3 dependents.
Part Time Staff and Administrators	Receive a prorated share of the Full time benefit calculated as a function of hours worked per week.
Athletic Coaches (Full and Assistant)	1 course per semester (up to 4 courses per year) for the coach or their eligible dependent. After two full years service, 100% tuition remission for the employee, 25% tuition reduction for their eligible dependents. Maximum of 3 dependents.

### **Doctoral Program Tuition Remission**

Full-Time Faculty, Staff and Administrators	100% tuition reduction for two full-time faculty, staff or administrator (with at least one year of full-time service) per program cohort.
Part Time (Adjunct and Auxiliary) Faculty	50% tuition remission for the employee after teaching 4 full semesters.

\*For purposes of this policy, eligible relatives are defined as the employee's spouse and children. In the case of an employee with no children of their own immediate nieces and nephews will be considered eligible relatives.

#### **I. TUITION REMISSION FOR EMPLOYEES**

Molloy University offers eligible employees the opportunity to take courses (undergraduate or graduate), that enhance work performance, promote self-improvement, or provide qualifications for higher job classifications. Tuition remission covers the balance due of tuition charged less any scholarships or grants creditable toward tuition. All other costs, including the Student Activities Fee and Technology Fee, are the employee's responsibility.

The maximum number of credit hours granted for each eligible employee may not exceed 8 per fall and spring semester and up to 4 for each summer session and intersession semester. Classes must be scheduled with first consideration for the work demands of the department. If classes are to be scheduled during the workday, approval must be given by the immediate supervisor in advance with a description of how the hours will be made up.

Tuition remission benefits are not applicable for most courses from which faculty compensation is derived as a percentage of revenue generated, i.e., for independent studies, tutorials, internships, performance study instruction, or any other type of individualized study. An employee who wishes to take an independent study that is not covered under the tuition remission benefit would have to pay the normal per-hour tuition rate. In addition, tuition remission benefits may not be awarded in courses with enrollment of fewer than **eight** tuition-paying students.

## AUDITING OF COURSES

The customary fee to audit a course is covered for benefits-eligible employees once they have met the eligibility period. Employees are responsible for paying the registration fee.

### I. TUITION REMISSION BENEFITS FOR RELATIVES

The spouse or qualified relative of eligible employees are entitled to tuition remission benefits upon their admission to Molloy University. Graduate tuition remission covers the balance due of the tuition charged for courses taken less any scholarships and grants creditable toward tuition. The relative will pay all applicable fees.

Eligible relatives must apply and be accepted for admission through the University's standard admission process. Eligibility for this benefit has no bearing on the admission decision.

## GOVERNING GUIDELINES AND RESTRICTIONS

Tuition remission benefits are granted for a maximum of 12 credits above the number of credit hours necessary to graduate.

Tuition remission benefits are not applicable for most courses from which faculty compensation is derived as a percentage of revenue generated, i.e., for independent studies, tutorials, internships, performance study instruction, or any other type of individualized study. An eligible relative who wishes to take an independent study that is not covered under the tuition remission benefit would have to pay the normal per-hour tuition rate. In addition, tuition remission benefits may not be awarded in courses with enrollment of fewer than **eight** tuition-paying students.

## COORDINATION WITH OTHER FINANCIAL AID

The maximum tuition remission benefit is the applicable tuition charge, less any tuition assistance specifically designated as an award (with the exception of Pell Grants) to be used for tuition purposes and/or based on tuition charges, whether awarded or eligible to be awarded, to a qualifying student.

That assistance may include scholarships and grants from state or federal sources, from Molloy University, or educational benefits from other employers.

A tuition remission eligible student is required to apply for the New York State Tuition Assistance Program (TAP) as well as any other state aid programs specified for tuition purposes that he/she might qualify.

A student must be aware of the deadlines for applying for financial aid as well as the tuition remission benefit. Additionally, a student who fails to apply for the appropriate outside assistance or demonstrate proof of ineligibility will have his/her tuition remission benefit reduced by the amount the University estimates the outside assistance would have been or in the absence of the ability to determine an estimate, the minimum amount of the award(s).

### **Application Procedures and Deadlines**

Application forms, which are available on the Office of Human Resources website and must be completed annually or per semester by the student and the employee by the relevant deadline. **Any student taking more than 12 credits per semester must also complete and return the FAFSA form to the Office of Financial Aid.**

Fall semester:	Forms must be submitted by May 31
Spring Semester:	Forms must be submitted by November 15
Summer semesters:	Forms must be submitted by March 31

### **TAXIBILITY OF TUITION REMISSION**

In some circumstances, tuition remission is considered taxable income under IRS guidelines. Current tax code is as follows:

#### **Undergraduate Tuition Remission:**

- Employee, Spouses and Dependent Children -Tuition Remission is not taxable
- Non Dependents -Tuition Remission is fully taxable to the employee. Undergraduate Tuition Remission for non-dependents (non-dependent children, nieces and nephews) is fully taxable as income to the employee. Tax on the value of this tuition remission will be withheld from your paycheck

#### **Graduate Tuition Remission:**

- Employee – Graduate Tuition Remission is taxable for dollar amounts above a certain level as set by the Internal Revenue Service. Tax on the value of this tuition remission above and beyond the IRS limits will be withheld from your paycheck.
- Spouses and Children -Tuition Remission is fully taxable to the employee

The full value of graduate tuition remission received by your spouse and dependent children is treated as taxable income to you. Tax on the value of this graduate tuition remission is withheld from your paycheck.

**Withholding Tax:**

Taxation Schedule: In the case of taxable remission, additional non-cash income in the amount of the remission and related withholding will be applied to the employee's paycheck over one or two months during the semester of remission (within the applicable calendar year), as follows:

Fall semester	November and December paychecks
Spring semester	April and May paychecks
Summer semester	August paychecks

Please note that the additional taxes will likely result in smaller take-home pay for the periods noted above. Please contact Accounting for further information on taxability of tuition remission.

**TUITION EXCHANGE PROGRAMS**

Employees who are scheduled for 30 hours or more per week and have been employed at the University for one year or more may be eligible to apply for scholarships under the CIC, CCCTE and TE tuition exchange programs. These programs are partnerships of colleges and universities offering competitive tuition exchange scholarships to children of employees of member institutions. Scholarships are not fringe benefits, they are competitive awards from the partner institution and as such are not guaranteed to any Molloy employee. Additionally, student applicants must meet the admission requirements of the member institution.

Annually in September, Molloy announces the criteria and instructions via email for application to these programs.

Lists of the member schools are available online.