

Tuition Remission Policy

Eligibility: All benefit-eligible employees in **regular** positions at Pitzer College who qualify under the following guidelines, will be covered under this Tuition Reimbursement Plan. Staff in temporary positions, and faculty in non tenure track appointments are not eligible. Full-time employment for staff is defined as working 12 months, 40 hours per week. Part-time is defined as any regular employment, less than 12 months but at least 20 hours per week, and excludes temporary or on-call status.

Full-Time Employee Coverage: After 12 months of full-time continuous employment at Pitzer College, employees shall be eligible to receive: (a) full tuition support for up to four courses per academic year (summer inclusive), when enrolled as degree candidates in good standing at Pitzer College; or (b) up to two courses per academic year (summer inclusive), when enrolled as degree candidates at any one of The Claremont Colleges.

Dependent Children of Full-Time Employees: After 12 months of full-time continuous employment at Pitzer College, the dependent children of employees shall be eligible to receive half-tuition support, not to exceed one-half the cost of Pitzer tuition, when enrolled as degree candidates in good academic standing at any one of the undergraduate Claremont Colleges.

Class Attendance for Full-Time Employees: Full-time employees may be granted up to three hours leave per week at the discretion of the employee's supervisor to attend classes conducted during the traditional work hours of the College.

Part-Time Employee Coverage: After four years of continuous employment at Pitzer College, regular part-time staff working at least 20 hours per week are eligible to receive full tuition support for up to four courses per academic year (summer Inclusive) at Pitzer College when enrolled as degree candidates in good standing.

Dependent Children of Part-Time Employees: After four years of continuous employment at Pitzer College, the dependent children of part-time employees shall be eligible to receive half-tuition support, when enrolled as a degree candidates in good academic standing at Pitzer College.

Payments: Tuition reimbursement will be made to the student's account only upon successful completion of coursework. It is the responsibility of the student and/or employee to submit an application form to the Director of Human Resources at the beginning of each semester. Forms will be forwarded to the College Registrar for verification of course completion at the end of each semester.

Important Notice

Tuition is defined as such, and may not be applied to any other fees, e.g. room and board, lab fees, doctoral study fees, continuing education fees, community fees, off campus fees, etc.

Auditing: With instructor approval, any Pitzer College employee may audit courses at any of The Claremont Colleges.

Death Benefit: Half-tuition will be paid by Pitzer College for dependent children when enrolled at any one of the undergraduate Claremont Colleges as degree candidates in good academic standing up to five years from the date of death of any employee who has served the College for five or more years. Where death occurs between two and five years, the College shall adjudicate the half tuition privilege.

Unpaid Leave Status: Employees on unpaid leave status are not normally eligible to receive tuition reimbursement benefits for themselves during the period of their leave.

To Apply

STEP 1: **SUBMIT a Tuition Remission Form** at the beginning of each semester you intend to use tuition remission. Forms are available in the Human Resources Office, McConnell 310.

STEP 2: **REGISTER your intent** to use tuition remission benefits during the next fiscal year **each March** by notifying Human Resources. This will allow for more accurate budget projections and provide a time to discuss any questions you may have.

STEP 3: **Taxability of Benefits:** For determination of individual tax liability, participants in this program should read the tax requirements on the back of this memo. Individuals enrolling in graduate level coursework must submit a Taxability Information Form, signed by the supervisor and the employee, to verify appropriate taxability.

MEMORANDUM

August 1, 2002

TO: Regular Faculty & Staff

FROM: Marlene Kirk, Director of Human Resources

RE: **Taxation of Tuition Remission Benefits**

We advise you to check with your own tax consultant regarding taxation questions, however the following information summarizes the most recent IRS tax regulations regarding taxation of benefits provided under the College's tuition reimbursement plan.

Undergraduate Coursework is Not Taxable

Under current Internal Revenue regulations, tuition reimbursement payments for undergraduate work (for employees and/or their dependents) are excludable from gross income and are therefore not considered taxable income.

Graduate Level Coursework

Not Taxable: When graduate level education is undertaken for the purpose of maintaining and improving skills required in your employment, or for meeting express employment requirements (i.e. required to keep your job), or when a graduate student performs teaching or research activities at the educational organization, and when the education does not qualify you for a new trade or business, the benefit is excluded from taxable income (not taxable).

Taxable: When the coursework is not work-related or if the education qualifies a person for a new trade or business, the benefit is taxable.

Application Process

Tuition Remission Form: Submit a new application form for tuition remission to Human Resources at the beginning of every semester.

Graduate Enrollees: In addition, employees taking graduate-level coursework must submit a Taxability Information Form (available from Human Resources), signed by the supervisor and the employee.

Register your intent to use this benefit: Each year in March, register your intent to use undergraduate or graduate level tuition remission benefits during the *next fiscal year* by contacting the Human Resources Office. This will enable us to prepare more accurate budget projections to account for the cost.