



EMPLOYEE EMPLOYMENT MANUAL

Title: 5.0 Benefits

Chapter: 5.12 Tuition Remission and Other Educational Benefits/Opportunities

Issuance Status and Effective Date: March 2013

1. Eligibility

- a. **Regular full-time employees** become eligible for benefits, on a space available basis, for themselves (eight credit maximum per semester), spouse or same-sex partner and/or dependent children (up to a full-time course load) for courses beginning on or after the employee's date of hire.
- b. **Regular part-time employees** (scheduled to work 20 or more hours per week, 40 or more weeks per year) become eligible for the benefit, on a space available basis, for themselves (four credit maximum per semester) for courses beginning on or after the employee's date of hire.

2. Benefit

The benefit of tuition remission applies only to credited courses in a degree granting program taken at the University of Hartford. Tuition will be abated on a per credit hour basis, which may differ between colleges.

Registration, lab, technology and other fees, special charges, books, private lessons and other costs over and above tuition are not covered under the Tuition Remission benefit and are the responsibility of the employee.

- a. Eligible full-time employees may obtain for themselves full tuition remission for eight credits for the fall, spring and summer semesters (includes both sessions) if they meet admission requirements. For the purposes of this benefit, Winterterm can be applied to either the fall or spring semester. Saturday term courses may also be covered, and the course begin date will dictate the semester to which the tuition will be applied. This benefit is applicable for the attainment of an undergraduate degree, and/or graduate degree through the master's level.
 - i. All courses must be taken outside working hours, unless a flexible work schedule has been submitted and approved by the department head and HRD. (See also **4.02-3(i), Flexible Work Schedule Program**).
 - ii. Taking more than eight credits per semester may distract an employee from his/her assigned tasks and responsibilities. Any exception to this policy requires the pre-approval of the immediate supervisor, the appropriate dean or administrative department head and the Executive Director of HRD or designee. No more than one exception per employee will be approved. If more than eight credits are taken in a single semester, the employee will be required to pay the cost of tuition on all credits beyond eight.
- b. Eligible full-time employees may obtain for their spouse or same-sex partner and/or dependent children full tuition remission described in this section if they meet admission requirements. This benefit is applicable for the attainment of an undergraduate degree, and/or graduate degree through the master's level.

- i. Dependent children are defined as having met all five of the dependency tests as provided in the U.S. Internal Revenue Act, Section 152a and other applicable IRS regulations. These tests include: (1) Member of Household or Relationship, (2) Citizenship, (3) Joint Return, (4) Gross Income and (5) Support. Employee should consult their personal tax advisors for clarification.

Each employee applying for the benefit of tuition remission for eligible dependent children is required to provide, on an annual basis, legal documentation confirming the child is dependent of the employee. This documentation could include, but is not limited to, a photocopy of the 1040 tax form filed with the IRS for the prior calendar year. All financial information should be omitted; the portion of the form stating the name of the dependent, social security number and date of birth is required. This documentation must be attached to the tuition remission form and forwarded to HRD for processing.

- c. This benefit includes student teaching and internships, which will have the tuition component abated.
- d. Tuition remission benefits apply only in limited circumstances to study abroad programs. Tuition remission covers only the tuition component of a study abroad program, and not travel or any other expenses associated with the program.

The University of Hartford (UH) categorizes four different models of study abroad, with each treated differently under the University's current Tuition Remission Policy. Please see below for the four models of study abroad.

- i. Short-term UH Programs. The use of tuition remission for a short-term UH program is allowed if the program achieves the required minimum tuition-paying enrollment. A student eligible for tuition remission applying to participate in a short-term UH study abroad program may deposit as a tuition-paying student and, if the required minimum enrollment is met, tuition remission benefits will apply under the terms of the policy. If a student eligible for tuition remission does not choose to deposit as a tuition-paying student, the student will be placed on a waiting list for the program pending the required minimum enrollment.
- ii. UH Semester Course with Embedded Study Abroad Component. Tuition remission applies only to the tuition component of a UH semester-length course with an embedded study abroad component.
- iii. One-to-one Exchange Programs with Partner Universities Abroad. Tuition remission (and the Tuition Exchange Scholarship Program) may be used only for the tuition portion of these one-to-one exchanges.
- iv. Third-party Programs. Tuition remission does not apply to approved study abroad programs conducted by third party providers or direct enroll programs.

For further information on the Study Abroad programs, please contact the International Center at 860.768.5100.

- e. An employee is not precluded from taking doctoral courses; however, doctoral studies are specifically excluded from this benefit.
- f. An employee is not precluded from taking special and/or non-credit courses; however, these courses are specifically excluded from this benefit. Under a narrow set of circumstances and with the approval of the dean or director of the sponsoring department, special and non-credit programs may be covered and funded. Contact HRD for further details.

- g. The University reserves the right to change the Tuition Remission Policy as it deems necessary. Any changes to this policy may apply to all employees, whether or not they are participating in the benefit at the time of the change.

3. Other Educational Benefits/Opportunities

- a. The University of Hartford participates in the Greater Hartford Consortium for Higher Education for regular full-time employees. To obtain information about the consortium, contact HRD.
- b. The University of Hartford participates in the Tuition Exchange Scholarship Program for eligible dependent children of active regular full time employees. Tuition Exchange provides a reciprocal scholarship exchange among its member colleges and universities. Although the exact list of participating member institutions is subject to change without notice, currently there are more than 600 public and private member institutions located in 46 states and the United Kingdom. To obtain more information about the Tuition Exchange Scholarship Program, contact the Office of Admission & Student Financial Assistance at 860.768.4062.

4. Benefits Upon Disability

Regular full-time employees who are approved for long-term disability benefits are eligible for the same tuition remission benefits made available to active full-time employees (See also **1.a.**). Eligibility for tuition remission benefits will continue as long as the employee is determined to be disabled and collecting long-term disability benefits (See also **5.07, Long-term Disability Insurance**). This does not include the Tuition Exchange Scholarship Program or Consortium tuition benefits. This benefit will terminate when the employee is no longer deemed medically certified eligible for long-term disability benefits.

5. Benefits Upon Retirement

Employees who have met the University’s criteria for retirement (See also **5.17, Retirement**) are eligible for the same tuition remission benefits made available to active full-time employees (See also **1.a.**). This does not include the Tuition Exchange Scholarship Program or Consortium tuition benefits.

6. Benefits Upon Termination (by means other than death)

Terminating employees, spouses or same-sex partners and/or dependent children will be allowed to complete courses in which they are currently participating, whether under tuition remission, the Tuition Exchange Scholarship Program or Consortium tuition benefits. No tuition remission or other educational benefits/opportunities will be granted for any course or semester beginning after separation of employment.

7. Benefits Upon Death

In the event of death of an active regular full-time employee, tuition remission benefits will be available for the employee's spouse or same-sex partner and dependent children to age 24 as follows:

<u>Completed Continuous Service at time of Death</u>	<u>Tuition Remitted</u>
6 months but less than 1 year	1 academic year
1 year but less than 2 years	2 academic years
2 years but less than 3 years	3 academic years
3 years or more	4 academic years

In the event of death of a retired employee (See also **5.17, Retirement**), tuition remission benefits will be available for the retiree's spouse or same-sex partner and/or dependent children to age 24 for four academic years.

This benefit is applicable for the attainment of an undergraduate degree, and/or graduate degree through the master's level. This does not include the Tuition Exchange Scholarship Program or Consortium tuition benefits.

8. Taxes and General Implications

The full value of tuition remitted will be treated as income for tax withholding and social security deduction purposes, according to current IRS regulations.