

**UNIVERSITY OF ROCHESTER**  
**TUITION BENEFITS PLAN FOR FACULTY AND STAFF**  
**Application for Job-Related Credit Courses Taken at Other Colleges or Universities**

**(and Approved Non-Credit Courses Taken at the University of Rochester or at Other Colleges or Universities)**

**Questions: Call 275-0476**

**Tuition Reimbursement Procedure**

**Step # 1 Employee:**

- ♦ Completes Application for Tuition Reimbursement (one application per individual for each term)
  - Completes Employee Section
  - Lists all courses for which tuition reimbursement is requested (maximum of two (2) courses for full-time faculty/staff)
- ♦ If taking a graduate course or a non-credit course, employee reviews the attached flow chart on **page 4** for determining whether the course(s) will be taxable and checks the appropriate box under the “Employee Section” of the application. If not taxable, employee completes the *University of Rochester Graduate Tuition Waiver/Reimbursement Tax Exemption Form* on **page 5**.
- ♦ Takes Application for Tuition Reimbursement (and tax exemption form (page 5), if not taxable) to supervisor or department head

**Step # 2 Supervisor or Department Head:**

- ♦ Reviews application in terms of whether the course is job-related and the employee’s ability to complete course(s) without interfering with normal work schedule; completes Department Certification section and signs and dates application
- ♦ Completes and signs Supervisor/Dept. Head Certification section of the tax exemption form on page 5, if applicable
- ♦ Returns application (and tax exemption form, if applicable) to employee

**Step # 3 Employee:**

- ♦ Keeps a copy of the completed application (and tax exemption form, if applicable) for their records and returns completed application to the Office of Total Rewards.\* **It is recommended that applications be completed and approved prior to the start of the course. (Completed applications must be received by the Office of Total Rewards for authorization no later than 30 days after the start of the course(s).)**

**Step # 4 Office of Total Rewards:**

- ♦ Confirms eligibility, authorizes the Application for Tuition Reimbursement and sends verification to the faculty or staff member. **Please allow two weeks for the Office of Total Rewards to process and authorize application.**

**Step # 5 Employee:**

- ♦ Upon successful completion of course, sends course documentation (grades, proof of tuition cost and proof of payment) to Office of Total Rewards.\* Reimbursement will not be made if the course documentation is not received within 90 days of course completion.

**Step # 6 Office of Total Rewards:**

- ♦ Verifies successful completion of course and authorizes tuition reimbursement payment to employee through the regular payroll system. For taxable tuition benefits, authorizes applicable Federal and State income taxes and FICA taxes to be deducted from the employee’s paycheck when the reimbursement is paid. **Please allow 1-2 pay periods after providing the required documentation for reimbursement to the Office of Total Rewards for your tuition reimbursement to be processed with the regular payroll and paid to you in your paycheck or directly deposited into your bank account if you have elected direct deposit for your paycheck. (If you have elected more than one bank account for your direct deposit, your reimbursement will be distributed according to your account allocations.)**

\*Completed application (and tax exemption form, if applicable), copies of grades and proof of cost and payment can be submitted to the Office of Total Rewards by:

**-Email- [TuitionBenefits@UR.Rochester.edu](mailto:TuitionBenefits@UR.Rochester.edu)**

**- Inter-office mail- P.O. Box 270453**

**- Regular mail- University of Rochester  
60 Corporate Woods, Suite 310  
P.O. Box 270453  
Rochester, NY 14627**

## Tuition Reimbursement Information

- If the supervisor **requires** an hourly paid staff member to take job-related course(s), class time is considered as working time and will be paid as such by the staff member's department. If a course occurs outside the normal work hours, additional pay will be required for hourly paid staff (including overtime premium) if work exceeds 40 hours in a week.
- Tuition benefits are provided for the cost of tuition for credit-bearing courses.\* Cost of supplies, textbooks and the like will not be covered. Courses taken on audit basis will not be covered.
- ***In all instances, tuition benefits are contingent upon successful completion of the course and continuation of eligibility for tuition benefits based on employment status with the University. If these criteria are not met, the employee will be responsible for payment of the course and any related fees, i.e., late fees. The approved reimbursement is only for the course(s) listed. Any change in course(s) listed (add/drop/withdrawal), must be forwarded in writing to the Office of Total Rewards.***
- In no instance is an employee eligible for more than 2 courses per semester or quarter (The limit applies to all courses taken at a given time, whether at other colleges or universities or the U of R.).

***\*Non-credit courses are not covered unless they meet the criteria of being directly job-related, having at least 15 contact hours, having outside readings and assignments, and having a formal evaluation based on a final exam. It is recommended that the documentation that the course meets these requirements be provided to the Office of Total Rewards prior to the start of the course.***

## Tuition Benefits for Graduate Courses and/or Non-Credit Courses May be Taxable and Require Additional Taxes to be Deducted from your Paycheck

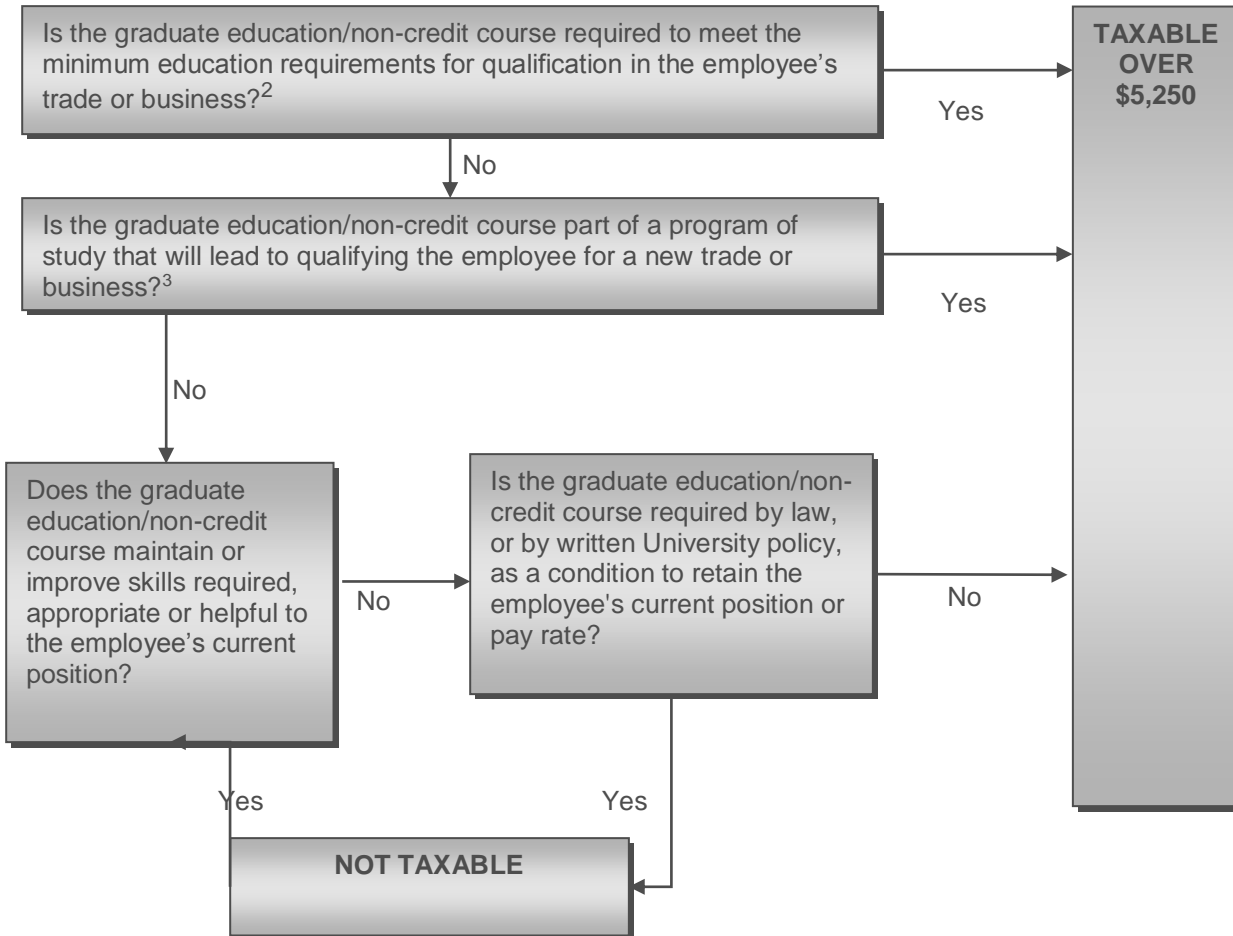
Graduate tuition assistance benefits and/or tuition reimbursement for non-credit courses up to \$5,250 in a calendar year are not taxable. Graduate tuition assistance benefits and/or tuition reimbursement for non-credit courses that exceed \$5,250 in a calendar year are **taxable wages** unless the course satisfies the requirements for a tax deductible job-related course under IRS rules.\* Generally, a job-related course will satisfy these IRS requirements if it *maintains or improves skills for the individual's present job, or if the course meets the employer's express requirements for retaining the job, and the course is not part of a program that will qualify the individual for a new trade or business.* Please refer to the flow chart on **page 4** for assistance in determining whether the graduate tuition benefits and/or tuition reimbursement for non-credit courses you anticipate receiving will be taxable.

**If you believe that your proposed graduate level course(s) and/or non-credit course(s) satisfies the requirements for a tax deductible job-related course under IRS rules**, please complete the *University of Rochester Graduate Tuition Waiver/Reimbursement Tax Exemption Form* on **pages 5**. For **taxable** tuition benefits, **applicable Federal and State income taxes and FICA taxes (approximately 39.27% of the taxable tuition amount)** will be deducted from the employee's paycheck **when the reimbursement is paid**. In addition, the taxable income will be reflected on the W-2 for the calendar year when the tuition benefit is reimbursed to the employee.

\* If you worked at one of the members of the University's controlled group during this calendar year (Highland Hospital, Highlands at Brighton, Highlands at Pittsford, Highlands Living Center, UR Medicine Home Care (VNS), Visiting Nurse Signature Care, High Tech Rochester, Nicholas H. Noyes Memorial Hospital, Jones Memorial Hospital, F. F. Thompson Health System, Inc. and St. James Hospital), and utilized employee tuition benefits, please advise the University's Office of Total Rewards of the amount of that tuition benefit.



**University of Rochester Graduate Tuition Waiver/Reimbursement Benefits  
Determination Whether Graduate Tuition Assistance Benefits and/or Tuition  
Reimbursement for Non-Credit Courses Exceeding \$5,250 in a Calendar Year are Taxable<sup>1</sup>**



1. **About this Chart:** Ordinarily, employer-provided graduate tuition assistance benefits and/or tuition reimbursement for non-credit courses that exceed \$5,250 are taxable wages, while benefits up to \$5,250 are not taxable. However, certain job-related education is not taxable over \$5,250. This chart is intended to assist in determining whether an educational benefit sought by an employee meets the exception to taxability. **This does not constitute tax advice to employees, and employees should consult their personal tax advisors.**
2. **Minimum Required Education:** For example, suppose an employee, who holds a bachelor's degree, obtains temporary employment as an instructor at the University and undertakes graduate courses as a candidate for a graduate degree. Also, suppose the employee may become a faculty member only if he/she obtains a graduate degree and may continue as an instructor only so long as he/she shows satisfactory progress towards obtaining his/her graduate degree. The graduate courses taken by the employee constitute education required to meet the minimum educational requirements for qualification in the employee's trade or business and, thus, the expenditures for such courses in excess of \$5,250 are not deductible.
3. **New Trade or Business.** For example, a program of study qualifies an employee for a new trade or business if successful completion of the program would qualify the employee to: (1) meet a new category of professional licensure or certification required to perform a particular job (e.g. nurse practitioner certification); or (2) be employed in a position that has a different educational requirement than his/her current position, either within or outside the University. NOTE: Intention or actual job change is irrelevant; even if the employee does not intend to change positions, or does not take a new position, the tuition benefit is taxable if the employee becomes qualified to do so.

# University of Rochester Graduate Tuition Waiver/Reimbursement Tax Exemption Form

(You should consult with your tax advisor before completing this form).

## Employee Information (please print)

Name:	University Telephone:
Student ID #:	Home Telephone:
Employee ID #:	
Job Title:	

## Course Information – Please complete a separate form for each course.

College/University	Course #	Course Title	Course Start Date	Course End Date

**To the Employee:** Please answer **ALL FOUR** questions to indicate whether the above course is job-related.

1. Is the course required to meet the minimum education requirements of my position?      Yes    No
2. Is the course part of a program of study that will qualify me for a new trade or business?    Yes    No
3. Will the course help me maintain or improve skills in my current position?              Yes    No
4. Is the course required as a condition to retain my current position or pay rate?          Yes    No

For the course to qualify as a tax exempt job-related course, the answers to the first two questions must be “No”, and the answer to either the third or fourth question must be “Yes”.

By signing below, I certify that I have answered the above questions accurately. I understand that if the course is found not to be job-related, I may have to pay taxes on the value of the course. If the value of the course is taxable, I also understand that I may owe income tax, FICA payments, and/or penalties and interest, and I agree to assume responsibility for paying these amounts.

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

## Supervisor/Dept. Head Certification

**To the Supervisor:** Please answer **ALL FOUR** questions to indicate whether the above course is job-related.

1. Is the course required to meet the minimum education requirements of the employee’s position?      Yes    No
2. Is the course part of a program of study that will qualify the employee for a new trade or business?    Yes    No
3. Will the course help the employee maintain or improve skills in his/her current position?              Yes    No
4. Is the course required as a condition for the employee to retain his/her current position or pay rate?    Yes    No

For the course to qualify as a tax exempt job-related course, the answers to the first two questions must be “No”, and the answer to either the third or fourth question must be “Yes”.

By signing below, I certify that I have answered the above questions accurately.

\_\_\_\_\_  
*Signature of Supervisor/Dept. Head*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Extension*

\_\_\_\_\_  
*Print Name of Supervisor/Dept. Head*

\_\_\_\_\_  
*Reviewed by the Office of Total Rewards*

\_\_\_\_\_  
*Date*