

Tuition Grant in Aid

☑ **Open to benefits eligible full and half time employees:** Employees are eligible for coursework at reduced rates on a space-available basis and only in programs of study that are not enrollment capped. Space availability will be determined on the first day of classes. Student is responsible for any costs outside of tuition.

☑ **To apply:** Complete the application which can be found in the Employee Records module of [People Admin](#). An application must be submitted each semester. Applications should be submitted as soon as possible after acceptance to course/program.

☑ **Eligibility:**

- Employee: the beginning of the semester following employment for employee
- Spouse / Domestic Partner: The start of the semester after one year of employee's full-time employment
- Adjunct/ Field Supervisor/ Preceptor: Currently serving or served in immediate past year working at least 45 hours. Requires approval by Dean.
- Dependent Child (up to age 24):
 - 50% reduction on tuition during first year of full time employment.
 - 100% reduction on tuition after first year of full-time employment.

☑ **To qualify for the benefit:** An application must be submitted to Human Resources for approval. Minimum course and admissions requirements must be met. Coursework should normally be outside working hours unless an exception is approved by supervisor and Dean/Senior Administrator. Employees are expected to work their full work-week.

☑ **How the benefits work for full-time benefits eligible employees:** Discounts on courses is for tuition only and does not include additional fees or materials. Regular full-time employees may take up to two courses (max of 4 credits/course) per semester tuition free.

- Courses in addition to the two will be covered at 50% reduced tuition.
- Both undergraduate and graduate courses taken not for credit are available on a space available basis only.
- 50% tuition reduction for not for credit continuing education courses, on a space-available basis, as determined by the Registrar.
- Under federal law graduate tuition benefits provided to employees that exceed \$5,250 in a calendar year are taxable. These amounts must be included in the employee's taxable income within the calendar year and are subject to federal, state, FICA, and any local taxes.

☑ **How the benefits work for half-time benefits eligible employees and spouse/partners of full-time benefits eligible employees:**

- Regular half-time employees may take coursework on the same terms and conditions as those outlined for regular full-time employees, except that they may take a maximum of one course (max of 4 credits/course) per semester free of tuition. Regular half-time employees will be responsible for 50% of the tuition for any courses over one per semester.
- Spouse/Domestic Partner of full-time employee: One course per semester (up to 4 credits) free of tuition.
- Under federal law graduate tuition benefits provided by UNE on behalf of an employee's spouse/domestic partner are fully taxable. There is no \$5,250 exclusion provision allowed by the IRS. These benefits in full must be included in the employee's taxable income and are subject to federal, state, and local taxes.

☑ **Ineligible programs:** If educational programs are created at the University which has as part of their tuition or fee structure provisions for payments to a third party, those programs shall be deemed automatically ineligible for reduced benefits under this provision. Other programs include:

- Professional Science Masters through UNE North;
- Certain web-based courses, video courses, or for independent study courses;
- PhD programs;
- Nursing Program – employee must have 5 years of full-time benefits-eligible service to the University.

☑ **Important to know:** Discounts are for tuition/coursework only and other fees may apply. The benefit is generally not applied to the invoice until after the add/drop period and the application may not be finalized in the system until after that date. Late

charges will not be applied. If someone wants to pay the invoice earlier than the benefit is applied, simply apply the course fee(s) as outlined above and any other fees that are applicable.

If an employee receives institutionally funded scholarship or grant assistance, the tuition grant-in-aid will be reduced to assure that the employee does not receive more than the cost of the coursework undertaken.

For the full policy visit the Personnel Handbook on the UNE website: <https://www.une.edu/hr/policies>