

TUITION WAIVER PROGRAM GUIDELINES

Updated October 2019

OVERVIEW

The Tuition Waiver Program is a generous tuition scholarship granted by the university to qualified faculty/staff and retirees as well as their eligible dependents. In all cases, dependent children refer to unmarried sons, daughters, stepchildren and legally adopted children of the employee or domestic partner claimed as dependents on the most recent federal tax return. If applicable, a [Domestic Partner Certification Form](#) must be on file with Human Resources Management (HRM).

The scholarship covers **tuition and tuition deposits only**. It does not cover books, supplies, lab fees, or any other fees including student registration and student center fees. Refer to the *Taxation of Benefits* section to determine any tax liability.

The actual amount of scholarship granted depends on an employee's eligibility status as described below and in the Tuition Waiver Provisions Section.

ELIGIBILITY

FULL-TIME FACULTY AND STAFF

Full-time staff are defined as staff who are scheduled to work at least 35 hours per week for 52 weeks. Full-time faculty are defined as faculty who are scheduled to teach full-time for the academic year.

STUDENT STATUS	TUITION BENEFIT COVERS:	ELIGIBILITY	PROVISIONS
Full-time Faculty/Staff	Nine credit hours per term	Begins with the term following the date of full-time benefits-eligible employment.	Rehired employees do not receive credit for prior service when establishing eligibility for tuition waiver.
Spouse or Domestic Partner	<ul style="list-style-type: none"> -One undergraduate or graduate course per term (up to a maximum of four credit hours) -Any credits above that will be considered as a second course. -Excludes doctoral courses. -One-half of the tuition cost will be waived for additional courses taken at the same time. 	<ul style="list-style-type: none"> -After faculty/staff member has been employed on a full-time basis for three consecutive years -Benefits begin at the start of the term in which the three-year waiting period is met. 	Marriage Certificate or Domestic Partner Certification Form must be on file with HRM.
Dependent Children, which includes children of faculty/staff	<ul style="list-style-type: none"> -Full tuition for undergraduate and graduate courses -Excludes doctoral courses. 	Same eligibility criteria as spouses or domestic partners	May be enrolled in a degree program or taking individual courses.

members or domestic partners			
------------------------------	--	--	--

SPECIAL REQUIREMENT FOR DEPENDENTS:

- Tuition waiver forms for dependents who are *full-time undergraduate students* must be submitted at the beginning of each academic **year**. Tuition waiver forms for dependents enrolled in the *College of Professional Studies (CPS)* must be submitted at the beginning of each academic **term**.
- Tuition waiver forms submitted for dependent children must be accompanied by a [Dependent Certification Form](#) *each time* a waiver is submitted. This form certifies that the student meets the IRS definition of a dependent and further certifies that the student was listed as a dependent on the employee's most recent federal tax return.

PART-TIME FACULTY

STUDENT STATUS	TUITION BENEFIT COVERS:	ELIGIBILITY	PROVISIONS
Part-time Faculty	<ul style="list-style-type: none"> -One undergraduate or graduate course per term (up to a maximum of four credit hours) -Any credits above that will be considered as a second course. 	<ul style="list-style-type: none"> -Must have taught for at least six terms. -Can take the course in the term in which he/she is assigned to teach after meeting this requirement. -If the faculty member is not able to use this benefit in the term in which he/she is eligible, it may be used in the following term. -If the benefit is not used within these two terms, the benefit may not be carried over to another term. 	<ul style="list-style-type: none"> -This benefit may be transferred to a spouse or domestic partner. -If the benefit is transferred, the faculty benefit will be considered exhausted in the eligible term.
Spouse or Domestic Partner	<ul style="list-style-type: none"> -Benefit only applies if it is transferred from a part-time faculty member. -One undergraduate or graduate course (up to a maximum of four credit hours) -Excludes doctoral courses. 	Must be used in the term in which the faculty member teaches.	Marriage Certificate or Domestic Partner Certification Form must be on file with HRM.

Dependent Children, which includes children of faculty members or domestic partners	-If full-time student, then one-fourth of the standard tuition charge is waived in the eligible term. -If part-time student, a maximum of four credit hours is waived in the eligible term. -Excludes doctoral courses.	-Part-time faculty member must have at least ten years of service. -Benefit must be used in a term in which the faculty member teaches.	May be enrolled in a degree program or taking individual courses.
---	---	--	---

PART-TIME STAFF

Part-time staff are defined as staff who work an ongoing regular assignment and are regularly scheduled to work a minimum of 17.5 hours per week for 52 weeks in a budgeted position.

STUDENT STATUS	TUITION BENEFIT COVERS:	ELIGIBILITY	PROVISIONS
Part-time staff with work week of:			
24-34 hours per week	Seven credit hours per term	Begins with the term following the date of part-time benefits-eligible employment.	-Courses must be taken outside of scheduled work hours. -Supervisor must provide documentation of established work schedule.
17.5 to 23 hours per week	Five credit hours per term	Begins with the term following the date of employment.	Same as above
Spouse or Domestic Partner	No tuition benefit available		
Dependent Children, which includes children of staff or domestic partners	No tuition benefit available		

RETIRED FACULTY AND STAFF

Retired faculty/staff are defined as employees who have reached age 55, are in good standing, and have at least 10 years of continuous benefits-eligible service immediately preceding the employee's retirement date. Service is considered continuous if there is less than a three-month break in service.

STUDENT STATUS	TUITION BENEFIT COVERS:	ELIGIBILITY	PROVISIONS
Retired Faculty and Staff	<ul style="list-style-type: none">-Two undergraduate or graduate courses per term (up to a maximum of four credit hours per course)-Any credits above that will be considered as an additional course.	See definition above.	
Spouse or Domestic Partner	<ul style="list-style-type: none">-Two undergraduate or graduate courses per term (up to a maximum of four credit hours per course)-Any credits above that will be considered as an additional course.-Excludes doctoral courses.	<ul style="list-style-type: none">-Must be spouse or domestic partner on file at the time of employee's retirement.-Any new spouse or domestic partner after the retirement date is not eligible for the benefit.	Marriage Certificate or Domestic Partner Certification Form must be on file with HRM.
Dependent Children, which includes children of faculty/staff members or domestic partners	<ul style="list-style-type: none">-Full tuition for undergraduate and graduate courses-Excludes doctoral courses.	<ul style="list-style-type: none">-Must be dependent of employee or dependent of domestic partner at the time of retirement.-Any new dependent after the retirement date is not eligible for the benefit.	May be enrolled in a degree program or taking individual courses.

DEPENDENTS OF EMPLOYEES ON LONG-TERM DISABILITY OR OF DECEASED EMPLOYEES

The university grants scholarships to the dependent children of employees who become permanently disabled and are no longer able to work, or die while employed by the university, provided that the employee completed ten or more years of full-time benefits-eligible service with Northeastern University immediately prior to the time of disability or death and under the following circumstances:

STUDENT STATUS	TUITION BENEFIT COVERS:	ELIGIBILITY	PROVISIONS
Spouse or Domestic Partner	No tuition benefit available		If spouse or domestic partner is currently enrolled in a course (s), he/she may receive the benefit until the end of the term in which disability or death occurs.
Dependent Children, which includes children of faculty/staff members or domestic partners	-Full tuition for undergraduate and graduate courses -Excludes doctoral courses.	-Must be dependent of employee or dependent of domestic partner at the time of the employee's death or disability. -Any new dependent after the date of death or disability is not eligible for the benefit.	-May be enrolled in a degree program or taking individual courses. -If the employee had less than ten years of consecutive full-time benefits-eligible employment at the date of disability or death and the dependent child is currently enrolled in a course (s), he/she may receive the benefit until the end of the term in which death or disability occurs.

TUITION WAIVER PROVISIONS

The special provisions include:

- The scholarships are awarded with the provision that the requester is qualified for admission.
- It is the responsibility of the student to enroll or apply for admission into whichever programs or courses he/she elects. The course registration process must be completed prior to submitting a tuition waiver form.
- If an employee has more than one status with the university, the position with the most generous benefit will determine the tuition benefit.

- Terms with multiple sessions are considered one academic term for tuition waiver purposes e.g., summer sessions I and II are considered one academic term.
- All courses taken by Northeastern University faculty and staff must be taken outside of their regular work hours.
 - Faculty and staff cannot use their lunchtime, vacation or sick days to attend classes.
 - One course per term may be taken one-half hour before the end of the workday. For example, if an employee's workday ends at 4:30 p.m., he/she may take one course that begins at 4:00 p.m. The employee's supervisor must consent in writing to this arrangement and the employee must make up the missed work hours during each week.
- Under certain circumstances, an exception to this provision may be considered if the course is:
 - The last one needed to graduate and is not offered outside of normal work hours;
 - A prerequisite to taking additional courses needed to graduate and the course is never offered outside of work hours; or
 - Needed to graduate and is never offered outside of normal work hours.
- The employee must provide supporting documentation to show eligibility for the above exception. In addition, the employee's supervisor must consent in writing to this arrangement. These documents must be sent to HRM. HRM will make the decision on the granting of the exception as outlined above.
- No faculty member above the rank of instructor may enter a graduate degree program in his/her own department or comparable unit. Faculty members engaged in graduate degree programs in their own colleges may not participate in decisions regarding graduate curriculum or related matters, or vote on graduate degrees.
- Please refer to the Student Handbook for the procedures on how to drop a course and the corresponding penalties. If there is a penalty, the employee must have filed a Tuition Waiver or he/she will be billed for the course.

WHAT IS COVERED AND WHAT IS NOT COVERED?

PROGRAMS NOT COVERED	
PROGRAM NAME	COVERAGE
NU IN	Not Covered
Healthcare Innovation & EntrepreNURSEship	Not Covered
ABSN (Accelerated Bachelor of Science in Nursing)	Not Covered
RN to BSN	Not Covered
Global International Pathways	Not Covered
NUBound Program	Not Covered
Online MBA	Not Covered
Online MS in Finance	Not Covered
Online MS in Taxation	Not Covered
Summer Discovery Program	Not Covered

PARTIALLY COVERED PROGRAMS	
Law School: JD and Master of Law (LLM) Programs	Spouse/Domestic partners & dependent children eligible. Not extended to employees.
Faculty Led Study Abroad: Dialogues, Three Seas	Partial Coverage for dependent children. Tuition benefit will waive one-third of tuition.
Basic International Study Abroad Programs	Partial Coverage for dependent children. Tuition benefit will waive one-third of tuition.
Executive Doctorate in Law and Policy	Employee is eligible for 70% tuition discount.
Online Master of Law (LLM) Program	Extended to employees. Spouse/domestic partners and dependent children not eligible.
Doctoral Programs	Extended to employees. Spouse/domestic partners and dependent children not eligible.
IFSE- International Field Study Experience	Covers course tuition only.
Business Exchange and Graduate International Studies	Dependent children only-covered at 100%.

HOW TO APPLY FOR TUITION REMISSION

- Full-time benefits-eligible faculty and staff can access the Tuition Waiver form online at myneu.edu. Click on the Benefits and Services tab and then on the Tuition Waiver form.
- All other eligible employees can contact HRM at 617-373-2230 to request a copy of the form.
- Forms must be submitted to HRM to ensure adherence to the Tuition Waiver Program Guidelines. Proper signature levels are required before HRM approves the waiver. HRM will forward a copy of the approved waiver directly to Student Accounts.
- All waivers must be received within 30 days of the course start date. This allows HRM and Student Accounts to provide employees with prompt notification of any problems with the waiver request. This timing also allows the employee to withdraw from the course before the tuition charges are incurred. Submission of late waiver requests do not allow for the proper taxation of tuition benefits (when applicable) within the appropriate calendar year.
- Benefits-eligible faculty and staff with access to the online Tuition Waiver form can track the status of the tuition waiver from the time it is submitted until it is processed by Student Accounts. After the tuition waiver form has been approved by HRM, the status will be noted as Approved. After Student Accounts has processed it, the status will be noted as Processed. Employees can also track the status of a tuition waiver form by [clicking here](#) or logging on to:
 - <https://neuforms3.neu.edu/lfserver/TuitionWaiverStatusForm>
- Please contact the Student Accounts team at studentaccounts@northeastern.edu for account related questions as they will have the most up-to-date information.

TAXATION OF BENEFITS

- Federal and state regulations mandate that certain tuition benefits are subject to federal and state taxes. Some or all of the benefits received under the tuition waiver program may be considered a taxable benefit. In general, graduate coursework and coursework for domestic partners and dependents of domestic partners will increase the amount of taxable income for the year
- The estimated withholding is generally 37.65% of the tuition value exceeding the IRS maximum. This tax percentage represents the sum of the following: 25% federal, 5% state and 7.65% Social Security/Medicare taxes. This is typically true for Massachusetts residents. Please refer to current IRS policy and applicable federal and state tax tables to identify individual tax liability.
- Affected employees will be notified by Student Accounts of the taxable tuition value and the timeframe that payroll taxes will be withheld for the applicable academic term. If an employee terminates or retires, the tuition benefit will extend until the end of the course. Any unpaid taxable tuition will be included on a Form W-2 or 1099 in the appropriate calendar year.
- Graduate level courses that have NOT been approved as job-related are subject to taxation if the tuition waiver benefit exceeds the IRS maximum (currently \$5250) in a calendar year.
- An employee is responsible for discussing his/her job-related course selection(s) with his/her supervisor prior to submitting the tuition waiver form for approval.
- The supervisor reviews the courses requested by his/her employees to ensure that they are job-related. Job-related courses include:
 - Any course that allows the employee to meet minimum job requirements for his/her current job as supported by his/her job description is to be considered job-related.
 - Any course that maintains or improves the skills required by the employee's current job as supported by his/her job description is to be considered job-related.

The following chart depicts the current taxable consequences for various course enrollees. As these regulations are subject to change without notice; please refer to the current Internal Revenue Service (IRS) regulations. This information is provided for general guidance only.

TYPE OF COURSE	STUDENT STATUS	TAXABLE TO EMPLOYEE?	TAX WITHHOLDING PROCESS
UNDERGRADUATE	Faculty/Staff	No	Does not apply
	Retiree	No	Does not apply
	Spouse (of active or retired employee)	No	Does not apply
	Domestic Partner (of active or retired employee)	Yes	Payroll deduction during calendar year
	Dependent children (of active or retired employee)	No	Does not apply
	Dependent children of Domestic Partner	Yes	Payroll deduction during calendar year
	Dependent children (of LTD-eligible or deceased employee)	No	Does not apply
	Dependent children (of Domestic Partner of LTD-eligible, retired or deceased employee)	Yes	Taxable value will be included on Form W-2 or 1099, as applicable.

GRADUATE	Faculty/Staff	Yes if not job-related and value exceeds IRS max; No if job-related	Payroll deduction during calendar year
	Retiree	Yes	Taxable value will be included on Form W-2 or 1099, as applicable.
	Spouse (of active or retired employee)	Yes	Payroll deduction during calendar year or tax liability will be included on Form W-2 or 1099, as applicable.
	Domestic Partner (of active or retired employee)	Yes	Payroll deduction during calendar year or tax liability will be included on Form W-2 or 1099 as applicable.
	Dependent children (of active employee)	Yes	Payroll deduction during calendar year
	Dependent children of Domestic Partner	Yes	Payroll deduction during calendar year
	Dependent children (of LTD-eligible, retired or deceased employee)	Yes	Tax liability will be included on Form W-2 or Form 1099, as applicable
	Dependent children (of Domestic Partner of LTD-eligible, retired or deceased employee)	Yes	Tax liability will be included on Form W-2 or Form 1099, as applicable.

For an employee on a leave of absence exceeding 30 days, the tuition waiver benefit will only apply to covered dependents. This includes the spouse, domestic partner and/or dependent children of the employee and/or domestic partner. Refer to the taxable consequences for the spouse, domestic partner and/or dependent children of an active employee cited above for general guidance.

