

Tuition Remission Benefits



Tuition Remission Benefits Program
2021-2022 Academic Year
August 2021 - June 2022

What is Tuition Remission?

- ▶ The Tuition Remission program is an award for students whose parents are full time employees of Duquesne.
- ▶ The Tuition Remission program policies and eligibility (TAP #13) requirements can be found at www.duq.edu/TAP13
- ▶ The Tuition Remission Application form can be found on the Financial Aid webpage, here: <https://www.duq.edu/admissions-and-aid/financial-aid/programs/tuition-remission>.
- ▶ The deadline for submitting the forms is the FIRST day of each semester - fall 2021 (August 23, 2021), spring 2022 (January 12, 2022) and summer 2022 (May 16).
- ▶ Spiritans assigned to the University are eligible for 100% Tuition Remission and will complete a separate application.

See TAP #13 for additional provisions

Tuition Remission - Brief Points

- ▶ These benefits are intended to provide tuition remission to the extent of covering the costs of the basic rate of tuition (i.e. Liberal Arts, Education) at Main Campus or DU's Italian Campus. Benefits do *not* cover the Ireland Campus.
- ▶ No Additional University-controlled aid (academic merit, endowed scholarships or need-based funds) will be available to the student.
- ▶ New students beginning in the fall 2021 term do not qualify for the on-campus room award. On-campus room awards are not transferrable to off-campus apartments.
- ▶ Employees are limited to 9 credits of tuition remission at the basic rate unless a program structure requires an increased number of credits per term.
- ▶ Employees enrolled in all online programs may receive up to a maximum of 12 credits per semester
- ▶ Employees enrolled for a 2nd degree will be limited to 45% basic tuition rate or the rate of the school of enrollment; whichever is LOWER for all students.
- ▶ Students enrolled in the 6th year of the Pharmacy program are considered to be pursuing a 2nd degree and all applicable Tuition Remission.

See TAP #13 for additional provisions

Tuition Remission Application

- ▶ Be sure to complete ALL sections of the form.
- ▶ Do not leave the Student's DU# blank.
- ▶ If you are unsure of credits for each semester, indicate the estimated # that your dependent will be taking.
- ▶ Leaving upcoming terms blank could result in your son or daughter not receiving the award on time.



Tuition Remission Form - See TAP #13
Academic Year 2020-2021 & Summer 2021
 Return to Benefits Office, First Floor Koren Building
 412-396-5105 Email: benefits@duq.edu Fax: 412-396-2236

Student Name: _____ Student Date of Birth: ____/____/____

Employee Name: _____ Telephone: _____

Student Banner ID Number D0 _____ or Last Four Digits of Social Security Number: _____

Forms not submitted by deadlines are subject to 5% reduction.
 Fall 2020 (8/24/2020) Spring 2021 (1/7/2021) Summer 2021 (5/10/2021)

1. Indicate the number of degrees, or part thereof, excluding current degree track, this student has already earned utilizing Tuition Remission/Exchange: 0 1
2. School:

<input type="checkbox"/> Arts	<input type="checkbox"/> Education	<input type="checkbox"/> Music	<input type="checkbox"/> Pharm.D. — only select this option if the student is in their Final, 6 th year of the Pharmacy program, which is considered graduate level and applicable tuition remission benefits will apply. All other Pharmacy students should check the Pre-Pharmacy option.
<input type="checkbox"/> Biomedical Engineering	<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Nat/Env Sciences	
<input type="checkbox"/> Business	<input type="checkbox"/> Law	<input type="checkbox"/> Nursing	
<input type="checkbox"/> Center for Adult Learners	<input type="checkbox"/> Liberal Arts	<input type="checkbox"/> Pre-Pharmacy	<input type="checkbox"/> Other List Program: _____
3. Number of credits and Class Level planned. Please indicate UG for undergraduate or GR for graduate level for each semester. Per TAP #13, dependent children must be a full-time student as defined by their program and under the age of 25 years.
 Fall 2020 _____ UG or GR* Spring 2021 _____ UG or GR* Summer 2021 _____ UG or GR*
 * If student will be at the graduate level during any term - See Section 9 on reverse regarding taxation of benefits.
 Note: It is recommended to complete this form for the full academic year. Financial Aid will make adjustments based on the actual credits taken.
 Only credits taken at Duquesne's Main campus or Italian campus are eligible for this benefit.
4. If student is Full-Time DU employee: Are any of your courses scheduled during your work day? _____
 If yes, how do you plan to cover/make up your missed time? _____
 Immediate Supervisor must sign to indicate approval of plan: _____
5. Student's Status: (Check only one box)

<input type="checkbox"/> Full-Time Faculty	<input type="checkbox"/> Part-Time Faculty	<input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child of Full-Time Faculty
<input type="checkbox"/> Full-Time Administrator	<input type="checkbox"/> Part-Time Head Coach	<input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child of Full-Time Administrator
<input type="checkbox"/> Full-Time Employee	<input type="checkbox"/> Part-Time Nursing Administrator	<input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child of FT Employee

I certify that the information is true and correct. I have read TAP #13: Tuition Remission and understand that violations of this policy will be reviewed on a case-by-case basis and are subject to formal disciplinary action up to and including termination of employment.

Student Signature _____ Date _____ Employee Signature _____ Date _____

Forms will not be processed without the required documentation

How Do I Know If I Am Eligible for Tuition Remission?

- ▶ The employee will submit the Tuition Remission Application to the Duquesne University Office of Human Resources.
- ▶ HR will determine if the employee or their dependent is eligible for the TR program while receiving their first degree.

Employee's full-time employment START DATE IS PRIOR to July 1, 2010:

- Full-time faculty, staff and eligible dependents
- Full time faculty, staff and eligible dependents

Employee's full-time employment START DATE IS AFTER July 1, 2010:

- Full-time faculty, staff and eligible dependents :
- Less than 1 year of service - 55% basic tuition remission
- 1 year, but less than 2 years service - 80% basic tuition remission
- 2 years or more of service - 100% basic tuition remission

- ▶ Employees can have one or more of their eligible dependents receive Tuition Remission benefits (dependent children and/or spouse)

See TAP #13 for additional provisions

How Do I Know If I Am Eligible for Tuition Remission (cont.)

2nd Degree - Effective Fall 2015

- ▶ **Employee's full-time employment START DATE IS PRIOR to July 1, 2010:**
 - **Full-time faculty, staff, and eligible dependents:** 45% basic tuition remission

- ▶ **Employee's full-time employment START DATE IS AFTER July 1, 2010:**
 - **Full-time faculty and staff:** 45% basic tuition remission
 - **Faculty and staff eligible dependents:** Not eligible.

- ▶ **Part Time employees:**
 - Faculty, nursing staff of the DU Health Department, head coaches* and first assistant coaching staff* are eligible for 55% basic rate of tuition for studies at DU while they are actively employed.
 - * Part-time head coaches and first assistant coaches are those coaching intercollegiate sports who have the primary responsibility for coaching a team(s) or activity for one or more complete seasons of intercollegiate competition and who are being paid by the University.

See TAP #13 for additional provisions

Graduate Level Taxation of Tuition Remission

- ▶ Internal Revenue Service (IRS)
 - Federal Tax Laws require Tuition Remission to be considered compensation and will add the value of the tuition for the employee, their spouse and/or dependent children to regular salary and withhold the appropriate taxes.
- ▶ Employees are responsible for reviewing current tax laws to determine their financial responsibility and how it may affect their gross income.
- ▶ For additional information on graduate taxation of benefits, please see the General Provisions (Section V.) here: www.duq.edu/TAP13

See TAP #13 for additional provisions

Tuition Remission Contacts:

- ▶ Human Resources: Patricia Lee, Benefits Manager
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Leep1@duq.edu

- ▶ Financial Aid Office: Alison Wojcik, Associate Director of Financial Aid
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