Tuition Remission Benefits Program
2022-2023 Academic Year
August 2022 - June 2023
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 deadline for submitting the forms is the FIRST day of each semester - fall 2022 (August 22, 2022), spring 2023 (January 5, 2023) and summer 2023 (May 8).

- 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 2022 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

- Can be found online at www.duq.edu/tuition-benefits.
- 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.
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](http://www.duq.edu/TAP13)

See TAP #13 for additional provisions
Tuition Remission Contacts:

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