



# TUITION BENEFITS FOR FACULTY AND STAFF OF WILLAMETTE UNIVERSITY

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## **Spouse Tuition Remission**

### **Benefit**

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- Spouses of eligible employees can receive 100% tuition remission on **one** course per semester at Willamette University.
- Additional courses can be taken at half (50%) of the tuition rate.
- Only undergraduate coursework qualifies under the spousal benefit.
- Individual instruction courses (ie. music lessons) do not qualify under this program.
- Benefits are based on the employee's continuous employment during the term of the benefit (the course period). Should an employee terminate employment (unless due to retirement or disability) prior to completion of the course, he/she will be required to make a prorated reimbursement of the spouse tuition expense back to WU.
- Benefits are only available for tuition costs and not for any course-related expenses such as lab fees, material fees, or books.

### **Eligibility**

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- Employees must be scheduled to work a minimum of 1,560 hours per year, or otherwise be in a minimum 75% FTE (full-time equivalency) position. Faculty must be in a full-time continuing faculty post to be eligible. Temporary staff and faculty are not eligible.
- Eligibility begins after completion of six months of service in an eligible position. In order for tuition remission to be paid, the course for which an application is being made must start on or after the employee's six-month service anniversary.
- As described above, employees must be employed in an eligible status during the full period of the course in order for the spouse to retain eligibility for tuition remission.

### **Approval**

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Approval is based on the following:

- The employee meeting the eligibility requirements as listed above.
- The spouse's admission into the course for credit, or as an "academic listener"

### **Procedure**

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#### **1) Apply for Admission**

In order to apply for tuition remission benefits, the employee's spouse must first apply for admission into the course through the Office of Admission. Admission is not guaranteed in light of this benefit and will be based on normal admission standards. Spouses may apply for admission on a credit-earning basis, or may also apply to participate in a class as an "academic listener".

## **Procedure (cont'd)**

**2) Complete Spouse Tuition Remission Application Form**

*Once accepted into the course, Application forms may be obtained through HR, the Office of Admission, or on-line at [www.willamette.edu/dept/hr/tuition\\_exchange/](http://www.willamette.edu/dept/hr/tuition_exchange/).*

**3) Submit Application to Human Resources to Verify Eligibility**

*Human Resources will look at your employment history and status to determine whether or not you are eligible for tuition remission. If you are, HR will sign form in approval and will forward to Financial Aid so that the benefit can be applied against your tuition bill for the course(s).*

**4) Human Resources Approves/Rejects**

*Upon receipt, Human Resources reviews the application for eligibility and approves or rejects. If approved, the application is forwarded to Financial Aid to apply against the spouse's enrollment and corresponding tuition bill.*

## **Other Considerations**

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### Taxability

*Tuition Remission benefits for legally dependent spouses of an employee are not considered to be taxable income by the IRS.*

### Space Limits

*If space is limited in a particular course, preference will be given to full tuition-paying students.*

### Other Financial Aid

*Anyone who is eligible for any type of state or federal grant (including, but not limited to Pell Grants, Social Security benefits and Veterans benefits) should apply for such assistance prior to applying for tuition remission through Willamette.*

***\*Information for this communication is based on Tuition Remission Policies found in the Classified, Administrative and Faculty handbooks, as well as standard practices and procedures utilized in administering tuition remission benefits. Where this communication and the policy vary, the policy shall govern.***