

Dartmouth College Educational Assistance Programs

FREQUENTLY ASKED QUESTIONS

What are the Dartmouth College Educational Assistance benefits?

Employees are eligible for educational assistance **benefits once they have completed one full year of service as a regular, benefited employee.**

The educational assistance benefits for Dartmouth College employees are available in two forms:

1. The **Educational Assistance Programs**, where educational expenses (tuition, registrations fees, and books) up to \$2,000.00 per calendar year are reimbursed for courses that have been pre-approved by the Program Manager of these programs:

- **Educational Assistance Program**
- **SEIU Educational Assistance Reimbursement Program**
- **GED/HiSet Educational Assistance Program**

2. The **Tuition Grant Program** is for courses taken at Dartmouth.

- This benefit includes enrollment in courses offered by Arts and Sciences and the Professional Schools (Geisel School of Medicine, Thayer School of Engineering, and Tuck School of Business).
- Enrollment in courses offered by the Thayer School of Engineering and Tuck School of Business is limited to **two** courses in a five-year period; Tuition Grant is not offered to matriculating students.
- Courses will receive tuition grant benefits for one course per term in a calendar year for full-time employees; a pro-rated benefit for less than full-time; 50% for spouses.
- The maximum tax-free benefit allowed by the IRS is \$5,250 for graduate level courses. Once you have exceeded the \$5,250 limit, you will be taxed on this benefit as if it were earned income (imputed income).
- All graduate benefits for spouses, regardless of the amount, are taxable to the employee.

How does the Educational Assistance Programs (reimbursement) work?

- Register for a course that supports current job, or a prospective job.
- Secure finances for the course (e.g., loan agreement, deferred payment agreement or payment by check/credit card). Courses paid by grants or scholarships are not reimbursable.
- Submit a tuition assistance request to HR prior to the start of the course. Be sure to maintain a copy.
- Confirmation email will be sent to applicant once the request has been approved by HR.

- Submit proof of grade (online grade report or transcript acceptable) and proof of payment once course is complete to Program Manager in the Office of Human Resources.
- Reimbursement checks will be either be direct deposited into the employee's bank account on file or mailed to employee's home address within seven to ten days of receipt of required documentation.

What kinds of courses are covered under the Educational Assistance Program?

Covered courses (traditional or on-line) are those that are relevant to a current or a future job, taken at a regionally or nationally accredited institution at the undergraduate or graduate level that culminates in a letter grade or letter grade equivalent. (See the SEIU Educational Assistance Program and GED/HiSet Educational Assistance Program for additional benefits)

NOTE: Attendance at workshops, seminars, or a certification program approved by the department head as essential to the needs of the department and the cost is considered a departmental expense and is not eligible for educational assistance.

How does the Tuition Grant program work?

You must be approved to take the course by the faculty member or instructor teaching the course before registering for the course and submitting your forms for the Tuition Grant Program.

- If you do not hold a bachelor's or 4-year degree and would like to take an undergraduate course, contact the Special Community Student Program Office at 646-2875.
- If you do hold a bachelor's or 4-year degree and would like to take an undergraduate or graduate level course in Arts & Sciences, contact Guarini School of Graduate and Advanced Studies at 646-2106.
- If you would like to enroll in the Master of Arts in Liberal Studies Program, contact the MALS office at 646-3592.
- If you would like to enroll in programs offered by the Geisel School of Medicine, contact 653-3255.
- If you would like to take a course at the Tuck School of Business, contact the MBA Program Office at 646-9305.
- If you would like to take a course at the Thayer School of Engineering, contact 646-0412.

Once you are approved and registered to take a course:

For Undergraduate Courses:

- Submit an Employee Status Verification Form, a course description, and your position description to the Tuition Program Manager in HR.
- Once all required information is received, the Tuition Program Manager will review employment status, approve, and send form(s) to the Program contact, Campus Billing, and Financial Aid.

For Graduate Courses:

- Submit an Employee Status Verification Form, a Graduate Tuition Benefits Form, a course description, and your position description to the Tuition Program Manager in HR.
- Once all required information is received, the Tuition Program Manager will review employment status, approve, and send form(s) to the Program contact, Campus Billing, and Financial Aid.

What about auditing a course at Dartmouth?

Since auditing does not result in an award of a letter grade, it does not fall within the purview of the Educational Assistance Plan. Auditing a course is an arrangement made between the individual employee and respective course instructor.

What are the tax implications for undergraduate tuition benefits?

There are no tax implications for taking an undergraduate course at Dartmouth College.

What are the tax implications for graduate tuition benefits?

There is an initial exemption from taxation (in accordance with IRS regulations) of \$5,250 per calendar/tax year. Once the benefit exceeds that amount, we as the institution must withhold taxes through payroll and will advise you via email of the tax liability each term you request Tuition Grant.

- For an hourly employee, taxes will be withheld over six pay periods.
- For a salaried employee, taxes will be withheld over three pay periods.

As each tax impact is unique, we cannot provide you with the impact of the Tuition Grant tax liability on your paycheck. However, you can estimate the impact by going to www.paycheckcity.com with your most recent pay advice and following the directions on the website.

To locate forms:

Employee Status Verification Form

<https://www.dartmouth.edu/hr/docs/benefits/eestatusverificationform.pdf>

Graduate Tuition Benefits Form:

https://www.dartmouth.edu/hr/docs/working_at_dartmouth/forms_library/graduate_tuition_benefits.pdf

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