

Dartmouth College Educational Assistance Programs

FREQUENTLY ASKED QUESTIONS

What are the Dartmouth College Educational Assistance benefits?

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

1. The Educational Assistance Programs, where costs are reimbursed for benefits-eligible employees who are actively at work for one year of continuous regular employment taking courses, certificate programs or GED/HiSet testing that have been pre-approved by the administrator of the program.
 - Educational Assistance Program
 - SEIU Educational Assistance Reimbursement Program
 - GED/HiSet Educational Assistance Program
2. The Tuition Grant Program is for benefits-eligible employees who are actively at work for one year of continuous regular employment may be eligible to receive tuition grants for courses 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 and Grant-in-Aid is not offered to matriculating students.
 - Undergraduate courses will receive tuition grants for one course per term for full-time employees; pro-rated for less than full-time; 50% for spouses.
 - Graduate courses will receive tuition grants for one course per term in a calendar year for full-time employees; pro-rated for less than full-time; 50% for spouses. The maximum tax-free benefit allowed by the IRS is \$5,250. 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.

Who is eligible?

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

Spouses of eligible employees would receive 50% grant for courses at Dartmouth College.

How does the educational assistance program 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).
- Submit a tuition assistance request through supervisor 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 Tuition Program Manager in the Office of Human Resources.
- Reimbursement checks will be mailed to employee's Hinman address within three weeks 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 current or future job, taken at an accredited institution at the undergraduate or graduate levels that culminate 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, certification program is approved by the department head as essential to the needs of the department and the cost is considered a departmental expense.

How does the tuition grant program work?

- 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 646-2243.
- 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 the Graduate Studies office at 646-2106.
- If you would like to enroll in the MALS program, contact the MALS office at 646-3592.
- If you would like to enroll in The Dartmouth Institute – MS program, contact the TDI Administration office at 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 Thayer at 646-3801.

Undergraduate Courses:

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

Graduate Courses:

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

What about auditing a course at Dartmouth?

Since auditing does not result in 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.

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

Tax impact for benefit amount exceeding \$5,250:

Contact and program information:

To discuss guidelines or confirm eligibility of a course under these programs:

Contact Human Resources at 646-3411, or email
Human.Resources@dartmouth.edu

To locate forms: <http://www.dartmouth.edu/~hrs/profldev/tap.html>