



Portable Tuition Benefit Plan for Dependent Children of NYU Employees and Retirees

The Portable Tuition Benefit Plan assists full-time, regular faculty, administrative & professional staff, and professional research staff at Washington Square in meeting the cost of college tuition for their dependent children who matriculate for undergraduate degrees at accredited colleges or universities other than NYU. (For study at NYU, see the NYU Tuition Remission Plan for Dependent Children's Undergraduate Study). There is no limit to the number of eligible dependent children in a family who may benefit from this plan, however there is only one benefit per child.

Who is covered under the plan?

Eligible dependent children of regular, full-time members of the:

- faculty (object code 102)
- administrative & professional staff (object code 100)
- professional research staff (object code 103)
- retired faculty (object code 102), administrative & professional staff (object code 100) and professional research staff (object code 103) who retired on or after September 1, 2001

Waiting Period

Employees in the above categories must have completed 3 years of continuous full-time service, by the dates below:

- September 15 to apply for the benefit for fall term
- January 15 to apply for the benefit for winter/spring term
- May 15 to apply for the benefit for summer term

Employees who do not meet the service requirement by the cutoff date must wait until the next term to be eligible for the children's portable tuition benefit.

Note: The Portable Tuition Benefit Plan does not cover temporary employees, visiting faculty or fellows, post-doctoral researchers, part-time employees or those in object codes other than 100, 102, or 103.

Definition of Eligible Dependent and Proof of Relationship

A dependent child means the employee's, spouse's, or domestic partner's biological or legally adopted child who is under age 25 at the beginning of the term in which the benefit is claimed, whom the employee, spouse or partner claims as a dependent when filing income tax for any year in which the benefit is awarded. Proof of relationship such as birth certificate with names of parents and child, or legal adoption papers must be provided to the NYU Benefits Office the first time an application for benefits under the plan is made, unless proof of relationship is previously on file in the NYU Benefits Office. An employee may be asked to furnish proof of dependency (a filed tax return). Furthermore, the dependent child must be enrolled as a full time student and matriculated for an undergraduate degree at the Associate's or Bachelor's level at an accredited college or university. The student must remain in good academic standing for the duration of the term for which the benefit is awarded. A child is not eligible for

a benefit for any term in which he or she does not maintain full-time status as defined by the college or university he or she attends.

Benefit Amount

Semesters before Fall 2009:

The Portable Tuition Benefit Plan benefit amount awarded depends on the employee's length of continuous full time service with NYU.

- If the employee has completed **3 but fewer than 10 years** of continuous full-time service, the plan will pay the actual charges for your dependent child's tuition up to a maximum of **\$1,500 per academic year**.
- If the employee has completed **10 or more years** of continuous full-time service, the plan will pay the actual charges for the dependent child's tuition up to a maximum of **\$2,000 per academic year**.

Fall 2009 Semester and after:

There will be a uniform benefit available to all eligible employees who have completed three years of service. Benefits will increase as shown below:

Academic Year 2009 – 2010:	\$2500
Academic Year 2010 – 2011:	\$3000
Academic Year 2011 – 2012:	\$3500
Academic Year 2012 – 2013:	\$4000
Academic Year 2013 – 2014:	\$4500

Note: Starting in FY15, the benefit level will increase annually at a rate consistent with NYU increases in undergraduate tuition.

The maximum duration of the benefit is 4 years (8 semesters or the equivalent number of quarters or trimesters). The terms need not be contiguous; however, the benefit period per child is not to exceed 6 years from the date the student commenced undergraduate study. For students who started an undergraduate degree prior to the introduction of this program, the benefit duration will be the remaining terms of the 4 years, not to exceed 6 years in duration from the date the student commenced undergraduate study.

If your child receives awards and scholarships from other sources, the Portable Tuition Benefit Plan benefit will be capped at the actual tuition liability net of all other awards.

Only one benefit per child is payable from the Portable Tuition Benefit Plan. If both parents work at NYU, only one benefit will be provided to the child.

Division of Benefit Payments

The annual tuition entitlement will be paid directly to the student's college/university each term of the school's regular academic year in equal installments.

For example:

College's terms	\$1,500 benefit	\$2,000 benefit
2 (semesters)	\$ 750 each term	\$1,000 each term
3 (trimesters)	\$ 500 each term	\$ 667 each term

Tuition means the actual fees charged for the academic program. It does not include health services fees, student activity fees, laboratory fees, miscellaneous fees, room, board, books, or supplies.

Non-taxability of Benefit

This benefit for an undergraduate educational program does not constitute taxable income under current IRS regulations with *the exception* that current regulations do not allow for the tax exemption of payments on behalf of dependent children of domestic partners.

When Eligibility for Benefits Ends

Resignation or Termination of Employment

- Eligibility ends when you leave the university. You must be actively employed by NYU on the application cutoff date to be eligible for the benefit. See Application Deadlines below.
- A dependent child will not be eligible for a benefit for any term that begins after he or she reaches age 25.

When Eligibility for Benefits May Continue

Leaves of Absence The portable tuition benefit continues while an employee is on an approved University leave of absence.

Layoff (due to job abolishment)

- If you are laid off when you have completed 10 or more years of continuous, full-time NYU employment, entitlement for your dependent children continues until completion of the undergraduate degree program(s) in which they are enrolled at the time of layoff. Children under college age at the time of layoff will be eligible for the Portable Tuition benefit.
- If you are laid off and have completed 3 but fewer than 10 years of continuous, full-time NYU employment, entitlement for your dependent children continues until completion of the undergraduate degree program(s) in which they are enrolled at the time of layoff.

If You Become Totally Disabled

Whether or not your child's Portable Tuition benefit eligibility continues depends on the length of your continuous full-time NYU employment before you became totally disabled.

- More than 3 years, but less than 5 years: Dependent children can complete the undergraduate degree program they were enrolled in at the time of total disability.
- More than 5 years: Dependent children can complete the degree program they are enrolled in at the time of total disability; and, dependent children under college age will be eligible for the Portable Tuition Benefit. available to current active employees.

If you die while employed at NYU

Continuation of Portable Tuition benefit eligibility for surviving children of the deceased employee depends on the employee's length of continuous full-time service with the University. The criteria for eligibility are described below:

- More than 3 years, but less than 5 years: Dependent children can complete the undergraduate degree program they were enrolled in at the time of death.
- More than 5 years: Dependent children can complete the degree program they are enrolled at the time of death; and dependent children under college age are eligible for the Portable Tuition Benefit available to current active employees.

If you retire

Continuation of Portable Tuition Benefit eligibility depends on the employee's length of employment at NYU before retirement.

- If you meet the Retirement Eligibility Rules at the time of your retirement, entitlement for your dependent children remains the same as it was before retirement. If you have dependent children under college age when you retire, they are eligible for Portable Tuition Benefits for four years (8 semesters) when they reach college age.
- If you meet the Disability Retirement Rule at the time of your retirement, entitlement for your dependent children remains the same as it was before retirement. If you have dependent children under college age when you retire, they are eligible for Portable Tuition Benefits for four years (8 semesters) when they reach college age.
- If you do not meet the Retirement Eligibility Rules or Disability Retirement Rule, your entitlement is the same as under Resignation or Termination.

How to Apply for the Portable Tuition Benefit Plan

You must apply for the Portable Tuition Benefit Plan each term. Obtain an application from www.nyu.edu/hr and mail it, along with the required document(s) listed below, to the address shown on the application.

For the first term only you must provide:

Proof of your relationship to your dependent child if not previously on file with the NYU Benefits office:

- For biological dependent child: birth certificate showing name of parent and child and date of birth of child.
- For stepchild: birth certificate of child showing name of parent and child and date of birth, and marriage certificate for employee and parent.
- For adopted child: legal adoption papers.
- For child of your domestic partner: First, your domestic partner must be registered with New York University. (See [Domestic Partnership Statement](#).) Secondly, you must furnish a birth certificate showing the name of your partner and the name of the child and the child's date of birth.

For **every term** you must provide:

1. A completed Portable Tuition Benefit Plan Application.
2. A copy of an itemized bill from the college or university for the term for which you are seeking the benefit. This bill must include information about any other awards or scholarships applied to the school's tuition bill.

Application Deadlines

To insure that the student's school receives the check in time, you should submit your application with an itemized copy of the bill from the school as soon as you receive it. Payment will be made directly to the institution, within 3 weeks of receipt and verification of a properly completed application and supporting documentation. You will be mailed a written confirmation that payment was made to the school. For questions about your application, call EBPA at 1-800-258-7298 ext. 11690.

You can submit an application for a benefit after a term begins, but no later than the following dates:

- **November 30** to apply for a fall term
- **February 28** to apply for a winter term

- **April 30** to apply for a spring term
- **September 30** to apply for a summer term

No applications for a term will be accepted after the above deadlines.

Right to Amend or Terminate the Plan

New York University reserves the right to change or terminate the Portable Tuition Benefit Plan at any time. This publication is in no way intended to confer eligibility for the program or to imply a contract for employment.