



NEW YORK UNIVERSITY

NYU Tuition Remission Benefit Plan
For Employees enrolled in
Undergraduate Degree and Non-Degree Programs
Codes 104, 106, 107

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The issue date of this Plan document is July, 2009.

NYU Tuition Remission Benefit Plan
For Employees enrolled in
Undergraduate Degree and Non-Degree Programs
Codes 104, 106, 107

This Plan is governed by Section 117 of the Internal Revenue Code.

I. Who is Covered Under this Plan?

- All regular, full-time employees in object codes 104, 106, 107.

II. Eligibility and Waiting Period

- Eligibility for this benefit begins after three (3) months of continuous, regular, full-time NYU employment in an eligible job category, starting with the semester in which the 3-month waiting period is met, and successful completion of probation. An employee may receive tuition remission benefits for NYU undergraduate degree or non-degree courses at NYU, provided the course of study qualifies for the tuition remission benefit.
- In order to be eligible for any degree or credit courses, an employee must be accepted and matriculated in an eligible NYU program that is covered under the tuition remission benefit. (See “When Matriculation is Pending”).
- Employees who plan to use the NYU Employee Undergraduate Tuition Remission benefit plan must meet and maintain the same academic standards as any other applicant or student, and must comply with all student rules and regulations.
- Part-time and temporary employees *are not eligible* for Tuition Remission.

III. The Tuition Remission Benefit

A. Undergraduate Degree Programs

Eligible employees may receive one Associate’s Degree and one Bachelor’s Degree at NYU under the NYU Employee Undergraduate Tuition Remission Benefit Plan.

100% of tuition is waived for NYU Associate’s Degree and Bachelor’s Degree programs, provided the course of study qualifies for tuition remission (See “Benefit Limits”).

Employees who are matriculated in undergraduate degree programs covered under the NYU Employee Undergraduate Tuition Remission Benefit Plan are granted nine (9) credits of tuition remission per semester, up to a maximum of 27 credits per academic year. Multiple sessions in Summer are considered as one semester.

B. Non-Degree Programs

Some of the Schools and Colleges within New York University offer professional development, non-degree, diploma, and certificate programs that are appropriate for employees who want to take a few courses for academic or professional

development. Not all non-degree and non-credit certificate programs at NYU qualify for tuition remission.

- 100% of tuition is waived for tuition remission eligible NYU certificate programs that bear academic credit (not applicable to non-credit certificate programs at SCPS)*

**Generally, certificate programs that bear academic credit at degree granting schools are covered. Contact the school to verify whether the certificate program bears academic credit. Non credit certificate programs are not covered under Tuition Remission (other than SCPS).*

The School of Continuing and Professional Studies (SCPS) designates which non-credit courses are available under tuition remission and determines their point equivalencies, which count toward the 9-credit limit.

- 100% of tuition is waived for SCPS diploma programs
- 100% of tuition is waived for approved job-related courses at SCPS that are necessary for your current job. An application completed by the employee's supervisor and cosigned by the Human Resources Officer is required.
- 80% of tuition is waived for certificate programs and non-credit, non-work related courses at SCPS.

Non-degree students must meet and maintain the same academic standards as any other applicant or student and must comply with all student rules and regulations.

IV. Credits Allowed

The NYU Employee Undergraduate Tuition Remission Benefit Plan has a benefit limit of nine (9) credits per semester, up to a maximum of 27 credits per academic year. All coursework taken at NYU counts toward these limits. (See "Carry Over of Credits" for rules on carrying over unused credits from one semester to another.)

Under this Plan, the summer is counted as one semester, although individual schools may divide it into a number of sessions for course scheduling.

Credits for Winter Intersession coursework, offered during January, will be applied to the spring tuition remission benefit and will count toward the overall 27 credit limit per academic year. Employees who are matriculated at another institution are not eligible for tuition remission for courses taken during the Winter Intersession/Summer Session.

If an employee takes any SCPS non-credit courses in a semester, those credits count against the 9-credit per semester limit. SCPS designates the non-credit courses available under tuition remission and determines the point equivalencies.

Any credit limits stated in this plan may be superseded by a regulation of a particular department, school, or college that permits fewer credits.

V. Carry Over of Credits

- Employees may carry over up to 3 unused credits from one term to another within the academic year, provided that the total for any term does not exceed 12 credits and the total for the academic year (September 1-August 31) does not exceed 27 credits.
- Unused credits from any term within an academic year may not be carried over to another academic year. For example, 3 credits from the fall or spring may be carried over to the summer, but not to the following fall.
- Only credits earned but not used may be carried over. There can be no borrowing of a future term's credits.
- Employees must have been eligible for tuition remission for the entire term in order to carry over credits from that term. For example, the employee first qualifies for tuition remission in November. Since the employee will not have completed a full fall term under tuition remission, the employee may not carry over 3 credits from that fall term. The spring term will be the employee's first full term under tuition remission and thus the first term from which unused credits may be carried over. *If an employee drops a course after the cutoff date for a full refund, those credits may not be carried over.*
- Employees who are students in the McGhee Division of SCPS will not be eligible to carry over any credits if they are registered within the 6-10 point flat rate for fall or spring.
- Any credit allowances under the tuition remission plans may be superseded by a regulation of a particular school or college that permits fewer credits.

VI. Tuition Remission Benefit Limits

A. Limitation on Number of Degrees

An Employee may receive only one (1) Associate's and one (1) Bachelor's degree through the NYU Employee Undergraduate Tuition Remission Benefit Plan. Unless otherwise specified, students must complete the curriculum for the Associate's degree and Bachelor's degree programs in sequence.

B. Excluded Schools & Programs

No benefits are available under this plan for undergraduate degree coursework in the following Schools and Programs:

- NYU School of Law
- NYU School of Medicine
- NYU School of Dentistry except for the School of Nursing. The AAS in Dental Hygiene and BS in Dental Health Education are covered under the NYU Employee Undergraduate Tuition Remission Benefit Plan.
- Any course through the School of Continuing and Professional Studies (SCPS), which is not designated as eligible for tuition remission.
- Brooklyn Polytechnic University

C. No Conflict with Regularly Scheduled Work Hours

Employees must schedule courses so they do not conflict with the normal workday. If this is not possible, the Supervisor may approve a temporary adjustment of the employee's work schedule, but not the total hours worked. This approval must be in writing and signed by the Supervisor and the Human Resources Officer for the school or division in which the employee works. The Human Resources Officer will retain the approval letter as a record.

D. Charges Other than Tuition

The NYU Employee Undergraduate Tuition Remission Benefit Plan covers tuition, the largest expense of attending NYU, plus 50% of the course registration fees. The employee must pay the balance of the course registration fees, service fees, late fees, and any incidental expenses.

Employees who are eligible for tuition remission under this plan are not eligible for any other aid or loan program offered by the University.

New York State fellowship holders are permitted to receive a supplementary fellowship, grant, or assistance from the University. However, the combined total of these benefits is limited by New York State regulations. Please consult the current state application booklet for latest limitations.

E. When Matriculation is Pending

Eligible employees may also receive tuition remission as a "special student" when they have applied to a degree program that is covered under tuition remission, but

- Matriculation is pending because prerequisite course work is needed. These prerequisite courses can be taken as a "special student".
- Matriculation is pending because of incomplete application papers. Courses applicable to the degree may be taken as a "special student."
- A maximum of four (4) courses may be taken as a "special student" to satisfy either or both conditions above.

Note: Prerequisite coursework that will not result in an undergraduate degree, but is taken in order to matriculate in a graduate degree program is covered under "special student" status only if the NYU graduate school/program is a covered School or Program under the tuition remission benefit plan.

VII. Tax Implications

Employees are not taxed on the value of undergraduate tuition as well as job-related undergraduate and non-credit courses taken under the NYU Employee Undergraduate Tuition Remission Benefit Plan. (Non-credit courses are taxable to retirees.)

VIII. Employee Leaves of Absence

Employees may not use their individual employee tuition remission benefits while they are on an unpaid leave of absence. Employees must be actively back at work before they can participate in the tuition remission program.

If an employee has already enrolled in a program under tuition remission and takes an unpaid leave of absence, they must follow the normal course withdrawal procedure(s) as handled through the academic department and Bursar's office.

IX. When Benefits End

When tuition remission benefits end depends on the circumstances under which the employee leaves the University, as described below:

A. Resignation or Termination

The employee's eligibility to receive benefits under the Tuition Remission benefit plan ceases on their separation date, unless one of the criteria listed below is met.

The employee must arrange with the Bursar's Office to pay pro-rated tuition for the remainder of the semester in which eligibility ends.

B. Layoff (due to job abolishment)

- If the employee who is laid off has less than ten years of service, eligibility for benefits under tuition remission ceases at the end of the semester in which they are laid off.
- If the employee who is laid off has completed ten or more years of continuous, full-time NYU employment, the employee will be eligible to complete any degree program in which they were enrolled and matriculated at the time of layoff.

C. Retirement

- If the employee meets the Retirement Eligibility Rule at the time of separation from NYU, eligibility for tuition remission benefits for Undergraduate Degree programs remains the same as available to current active employees.
- If the employee meets the Disability Retirement Rule at time of separation from NYU, eligibility for tuition remission benefits for Undergraduate Degree programs remains the same as available to current active employees.

Note: If the employee does not meet the Retirement Eligibility Rules or Disability Retirement Rule, their entitlement is the same as under Resignation or Termination.

D. Total Disability

- Eligibility for Tuition Remission benefits ceases when the employee is disabled.

X. How to Apply for Tuition Remission Benefits at NYU

Employees can apply for tuition remission benefits by accessing the online Tuition Remission System via NYUHome.

- After initial course registration, log onto NYUHome at <http://home.nyu.edu> and enter the employee NYU Net ID and Password.
- Click the WORK tab.
- Under the Administrative Systems heading, click LOGIN, which opens the Tuition Remission System Sign-On page.
- Enter the Employee's NYU Net ID and Password
- Click TUITION REMISSION SYSTEM
- Follow the steps to submit the Tuition Remission application

Note: You will need to allow at least one business day after registration before applying for Tuition Remission.

Only retirees with an active NYU net ID can use the automated tuition remission system. If you are a retiree and do not have an active NYU Net ID, then you must download a Tuition Remission Application from the Human Resources web site under the Benefits Tab, in Benefits Forms: <http://www.nyu.edu/hr/benefits/>. SCPS non-credit courses require a paper enrollment form.

A. Tuition Remission Applications for Job Related SCPS Courses

To qualify for 100% Tuition Remission for job-related courses in the School of Continuing and Professional Studies, the employee must present a *100% Tuition Remission for Job Related SCPS Courses* form to the Bursar's Office. The employee's supervisor must complete the form, explaining why the course is necessary for the employee's current job. The form must be co-signed by the employee's Human Resources Officer.

The form can be found online at www.nyu.edu/hr/forms.

Note: This process cannot be done online.

B. Prorated Tuition Remission

If the employee's eligibility for benefits under the Tuition Remission Plan ceases because of a leave of absence or upon separation, the employee must arrange with the Bursar's Office to pay prorated tuition for the remainder of the semester in which eligibility ends.

C. Partial Refunds when Waiting Period Eligibility is Met

If the employee has paid tuition for any term in which the waiting period is met, a partial refund, prorated in accordance with the number of weeks remaining in the term is available. There is no refund for the waiting period. An employee who meets these criteria should contact the Refund Section of the Bursar's Office with a tuition receipt.

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If you have any questions or want further information about the NYU Tuition Remission Benefit Plan, you may contact the NYU Benefits Office by email at benefits@nyu.edu, or by phone at 212-998-1270 between the hours of 9 a.m. and 5 p.m. Eastern time, or you may write to the NYU Benefits Office, 7 East 12th Street, 2nd Floor, New York, NY 10003.