



EMPLOYEE AND DEPENDENT TUITION BENEFIT¹

Benefit eligible full-time and part-time employees may take University undergraduate and/or graduate courses using Simmons employee tuition benefits. The following rules apply.

- For this policy, full-time employees are defined as benefit-eligible employees working 40 hours per week; part-time employees are defined as benefit-eligible employees working at least 20 hours per week but fewer than 40 hours per week.
- Employees may take courses on a space-available basis.
- Employees are not automatically entitled to take courses. Manager approval is necessary if the course is during work hours. Approval may not be granted if course time commitment interferes with the performance of your job responsibilities.
- Employees may take courses with the following exceptions:
 - Simmons' graduate schools or programs may limit the number of courses a non-matriculated employee may take.
 - To matriculate, applicants must submit an application and qualify under the [Simmons Admission Policy](#). Check with each school to learn its specific admissions requirements. While the Simmons undergraduate program is a women-centered program, any benefit-eligible employee, and/or eligible dependent may take undergraduate courses on a non-degree basis.
 - Employees on a Performance Improvement Plan (PIP) are not be permitted to enroll in courses at Simmons without prior approval from Human Resources.
 - Part-time and adjunct employees are not eligible for 2U delivered (graduate or undergraduate) or Complete Degree courses.
 - Employees may be subject to a cost-share. See chart below for course limits, cost share information and service requirements.

¹Tuition remission benefits may affect a scholarship award, please discuss with Student Financial Services about any potential impact.

EMPLOYEE COURSE LIMITS:

Employee Status	Spring Semester	Fall Semester	Summer Session
Regular, benefit-eligible Full-time Less than one year of service	1 course (maximum of 4 credits)	1 course (maximum of 4 credits)	2 courses one in each summer semester (maximum of 8 credits)
Regular, benefit-eligible Full-time One year or more of service*	2 courses (maximum of 8 credits)	2 courses (maximum of 8 credits)	2 courses one in each summer semester (maximum of 8 credits)
Regular, benefit-eligible Part-time Upon date of hire	1 course (maximum of 4 credits)	1 course (maximum of 4 credits)	n/a
Adjunct	1 course (maximum of 4 credits) within the semester the adjunct faculty member is actively teaching at Simmons.		

*Anniversary of start date must fall on or before the last day of class registration.

EMPLOYEE COST SHARE:

Class Type	Full-time employee cost share	Part-time & Adjunct employee cost share
Campus based undergraduate course	100% covered upon date of hire	100% covered upon date of hire
Graduate course (non-2U delivered)	50% discount upon date of hire; 100% covered after 1 year of service*	100% covered after 1 year of service*
2U graduate on-line course	30% discount upon date of hire	n/a
2U undergraduate on-line Complete Degree course	30% discount upon date of hire	n/a

*Anniversary of start date must fall on or before the last day of class registration.

COF Cross Registration

Through Simmons' partnership with the Colleges of the Fenway (COF), benefit-eligible full-time employees may enroll at any COF institution in one (1) undergraduate course per semester on a space-available basis, at no cost. This benefit becomes available after one year of employment in a benefit-eligible full-time position. Taking a course at a COF institution may be taken in place of (not in addition to) a course at Simmons. Simmons does not offer a dependent COF cross registration benefit. For details, including the procedure to enroll in a COF course, refer to the COF web site at:

colleges-fenway.org/cross-registration/employee-cross-registration-guidelines

Tuition Benefits for Dependents

After applicable waiting period, benefit-eligible full-time employee's spouse, domestic partner, and/or dependent children (as defined by the IRS) are eligible to take courses at Simmons. The University may require proof of dependency for your child before enrollment is approved. Your spouse/domestic partner and dependent children may be registered simultaneously with no maximum credit restriction. See chart below for cost share information and service requirements.

Class Type	Full-time employee cost share	Part-time & Adjunct employee cost share
Undergraduate Course	100% covered after 1 year of service	n/a
2U Graduate Course	30% discount after 2 years of service	n/a
Graduate Course (non-2U delivered)	50% discount after 2 years of service	n/a
2U On-line Undergraduate Complete Degree Course	30% discount after 2 years of service	n/a

Study abroad programs are limited to full-time matriculated degree seeking students. Limited to one study abroad experience per dependent. Dependents are responsible for their own room and board, travel, food, and medical expenses.

Tax Considerations

Employees are responsible for the tax consequences of participating in the Tuition Benefit program. Employees are encouraged to seek professional advice to understand the tax implications of enrolling themselves or their dependents in courses. Simmons does not provide tax advice. Applicable Federal taxes will be processed through Simmons payroll.

Generally, there is no tax on undergraduate courses taken by the employee or a legal dependent (domestic partners do not generally qualify as a legal dependent claimed on your Federal tax filing).

While in many cases undergraduate courses are not taxable, graduate courses may be taxable income. Graduate tuition benefit exceeding \$5,250 per calendar year may be exempt if the course relates to your job². To request an exemption, complete the form titled *Graduate Tax-Exempt Certification*, available on the [Benefits website](#) and return with your completed *Tuition Eligibility* form to <mailto:hr@simmons.edu>. The completed form must be filed with Human Resources and the Office of Student Financial Services no later than the end of the second week of classes.

²IRS Publication #508 (*Tax Benefits for Work-Related Education*) discusses what qualifies as work-related education. This publication can be downloaded from the IRS web site (irs.gov).

Compensation

If you are a non-exempt employee and take an approved course during work hours, you will not be paid for this time. If your manager allows you to make up time, you will be paid for all hours worked as indicated on your timesheet.

Tuition Exchange Program

The Tuition Exchange Program (“TEP”) is a reciprocal scholarship program for dependent children of faculty and staff employed at hundreds of participating institutions of higher education, including colleges and universities in Massachusetts. The goal of the TEP is to attract and retain employees in the field of higher education by making careers at colleges and universities more attractive. TEP provides an opportunity for a dependent child of full-time faculty and staff to receive partial or full tuition scholarships for undergraduate education at one of the TEP member institutions. Scholarships are not guaranteed. A full description of the TEP program, including eligibility information, can be found [here](#).

Ending Employment

If your employment ends before the final 2 weeks of classes, you must pay 50% of the tuition for the class. If your termination date falls within the final 2 weeks of classes, you may complete the coursework, at no additional cost, for that semester.

If your employment ends during a semester your spouse, domestic partner, or child is enrolled in a Simmons course or participates in the tuition exchange program, they may complete the semester, at no additional cost. After the end of the semester in which your employment ends, you, your spouse, domestic partner, or child is no longer eligible for tuition benefits according to Simmons policies.