

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 the course time commitment interferes with the performance of your job responsibilities in the sole discretion of your manager and the University.
- 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 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) courses.
 - Employees may be required to share in the cost of certain courses. See the charts below for applicable course limits, cost share information and service requirements

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

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 including Online Degree Completion Program	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

*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 benefit. For details, including the procedure to enroll in a COF course, refer to the COF website at: colleges-fenway.org/cross-registration/employee-cross-registration-guidelines

Tuition Benefits for Dependents

After the applicable waiting period, a 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 including Online Degree Completion Program	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

Study abroad programs are limited to full-time matriculated degree seeking students and 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, spouse or a tax dependent (domestic partners do not generally qualify as a tax dependent with the exception of certain situations).

While in many cases undergraduate courses are not taxable, graduate courses may be taxable income to you. Graduate tuition benefits exceeding \$5,250 per calendar year will be considered taxable income unless the course is determined by Simmons to relate to your job². To request an exemption, complete the form titled *Graduate Course Tax-Exempt*

Request form, available on the [Benefits website](#) and return with your completed *Tuition Eligibility* form to 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). The determination of taxability will be made by Simmons in its sole discretion.

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 one of hundreds of participating institutions of higher education, including colleges and universities. 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 dependent children 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](#).

Withdrawing from classes

Employees and their dependents who withdraw from enrolled classes after the designated add/drop deadline will be charged a \$200 fee for each withdrawn class. This fee applies regardless of the reason for withdrawal and is intended to offset administrative and instructional costs. A waiver of the withdrawal fee may be considered. Requests for a waiver must be submitted to Human Resources and are subject to review and approval.

Ending Employment

If your employment ends before the final 2 weeks of classes, you must pay Simmons 50% of the tuition for any class in which you are enrolled. 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 when your spouse, domestic partner, or dependent child is enrolled in a Simmons course or participates in the TEP, 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 dependent child is no longer eligible for tuition benefits.