The University of Cincinnati offers a tremendous tuition remission benefit, so don’t wait to take advantage of this great opportunity!

As the fall semester is almost upon us remember to submit the tuition remission application and verification documents for your eligible dependents. Students are encouraged to register PRIOR to the first day of the semester. Otherwise, tuition remission will NOT automatically apply to the student’s account. In this case, the student will receive a notice regarding late payment and manual intervention is required.

The process to take advantage of this benefit is simple. Necessary tuition remission links and information are found below.

Children must be claimed as dependents on an employee’s Form 1040. A copy of an employee’s most recent 1040 is required for verification. For employees who file tax extensions and do not have a copy of their 2014 1040 we will accept a copy of your IRS Form 4868. This will allow us to process the child’s tuition remission through 12/31/2015. If a child is not an employee’s tax dependent a notarized Tuition Remission Affidavit and supporting documentation is required. A birth certificate may also be required for initial tuition remission requests.

For initial tuition remission requests for a spouse/domestic partner a marriage certificate and tax documentation is required. For subsequent requests, only an updated Tuition Remission Application is required.

Don’t be charged for Student Health Insurance (SHI) that isn’t needed! When dependents of UC employees enroll in six credit hours and/or co-op covered by tuition remission, SHI will automatically apply to the student’s bill. Many tuition remission eligible dependents (spouse/domestic partner/children) of UC employees are already covered under the UC parent’s (or another’s) health insurance plan. Student Health Insurance is not the same as the Anthem health insurance plan offered to UC employees and their eligible dependents. If the student is NOT interested in SHI, he/she must waive this coverage for each academic year in which he/she enrolls. Refer to the SHI website for deadlines and additional information: http://www.uc.edu/uhs/studenthealthinsurance.html

The University’s tuition remission benefit is generally tax-free to employees with one exception - graduate studies. For graduate programs, the value of the tuition remission benefit that exceeds $5,250 during the calendar year is included as taxable earnings on an employee’s paycheck and will be subject to tax withholding. Graduate tuition remission is fully taxable for dependents, spouses and domestic partners. Consult a tax adviser for more information on the tax treatment of education expenses, including IRS requirements.

Keep in mind a few reminders:

- The tuition remission benefit for dependents/spouses/partners covers tuition only. An employee (or dependent) is responsible for paying all other fees charged to the student’s account.

- Any balance due not paid by date due is subject to late fees.
• Do not ignore a tuition bill. Please take the time to view the summary and contact Student Accounts or Human Resources regarding questions.

• Dependent (including spouse and domestic partner) tuition remission is limited to 144 undergraduate hours.

• Dependents (including spouse and domestic partner) must meet Satisfactory Academic Standards in order to be eligible for tuition remission. Those who do not meet these requirements have already been contacted and will be notified again later this summer.

The UC employee must be actively employed on the on the first day of the semester (August 24) for tuition remission to be applied to his/her or any dependents’ account(s.)

For questions about tuition remission contact www.HRONESTOP@ucmail.uc.edu.

For additional information and forms: www.uc.edu/hr/forms or www.uc.edu/hr/benefits.

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