

EDUCATION BENEFITS FOR EMPLOYEES

SUMMARY

The University encourages and supports the interests and efforts of employees who wish to advance their personal and professional development. Educational assistance and tuition reduction benefits are provided to employees for their educational development as approved by the Trustees of the University and documented in the Tuition Concession Plan for Reynolda Campus Employees of Wake Forest University contained in the Board of Trustees Handbook. This policy provides guidance with regard to the administration of educational assistance and tuition reduction benefits for employees.

It is intended that this policy conform to the provisions of Sections 117 [Tuition Reduction], and 127 [Educational Assistance] of the Internal Revenue Code.

ELIGIBILITY

Faculty and staff first hired prior to July 1, 2013 who are regularly scheduled to work full-time (a minimum of 1,096 and 1,400 hours per year respectively), will be eligible for the tuition concession program after reaching their 2nd year of full-time continuous service. A faculty or staff member's anniversary date will determine if the 1st eligible semester will be Fall or Spring of a given year. If the anniversary date is on or before October 1, then the benefit is available for the Fall semester (February 1 for Spring semester). Summer is not included as the 1st eligible semester.

Faculty and staff first hired July 1, 2013 or after who are regularly scheduled to work full-time (a minimum of 1,096 and 1,560 hours per year respectively), will be eligible for the tuition concession program after reaching their 2nd year of full-time continuous service. A faculty or staff member's anniversary date will determine if the 1st eligible semester will be Fall or Spring of a given year. If the anniversary date is on or before October 1, then the benefit is available for the Fall semester (February 1 for Spring semester). Summer is not included as the 1st eligible semester.

The plan year for employee educational assistance benefits is the calendar year.

TUITION REDUCTION BENEFITS [IRC Section 117]

Employees who are academically qualified may be granted full tuition reduction for part-time undergraduate study in Wake Forest College or the Schools of Business.

Tuition reduction is available for a maximum of two courses per semester upon approval of the employee's supervisor and the Human Resources representative. Ordinarily, only one course per semester will be approved.

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Employees who are eligible for tuition reduction are also eligible to audit classes. Policies and procedures for auditing classes are determined by the deans of the individual colleges and schools.

EDUCATIONAL ASSISTANCE BENEFITS

Enrolled and Attending Wake Forest [IRC Sections 127]

- (1) Employees who are academically qualified may be granted educational assistance in the form of full tuition reduction for part-time study in the Graduate School of Arts and Sciences. Educational assistance benefits are not eligible in the School of Business, School of Law, the School of Medicine, or the School of Divinity.
- (2) The first \$5,250 of incurred educational assistance each calendar year will be excluded from an employee's gross income under an educational assistance program and therefore that amount will not be taxed. Any education assistance that exceeds \$5,250 in a calendar year will be taxed to the employee in the semester the education assistance is requested.
- (3) Employees who are eligible for educational assistance are also eligible to audit classes. Policies and procedures for auditing classes are determined by the deans of the individual colleges and schools.

Enrolled and Attending Other Institutions [IRC Section 117]

Employees attending other universities, technical schools or community colleges offering associate or baccalaureate degree programs may be granted educational assistance for undergraduate study that is the lesser of a specific dollar amount announced annually by the Human Resources Department or the cost of the tuition the employee is actually required to pay. [Note: Maximum payments for educational assistance are indexed annually to the highest tuition and required fees for two (2) semester courses charged by an institution of the University of North Carolina System.]

Courses offered on line (distance learning) and by other nontraditional means may be eligible for educational assistance. Employees contemplating enrolling in such courses should contact the Human Resources Department (Benefits Office) prior to enrollment.

An employee already holding an undergraduate degree (baccalaureate or equivalent) is not eligible for educational assistance to attend other institutions.

The course or degree program must be directly related to the essential functions of the employee's department or position at Wake Forest University. Employees must maintain at least

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a 2.0 grade point average, or the equivalent of a "C" average in order to continue to receive educational assistance.

Tuition refunds for cancellation or withdrawal are to be refunded to Wake Forest University.

ADMINISTRATION

All employees affected by a position elimination, or reduction in force and who are receiving educational assistance will continue to receive educational assistance benefits through the end of the semester that coincides with the terms of the agreement.

Employees who are terminated or who resign their employment with the University while receiving educational assistance, will continue to receive the education assistance benefit through the end of the semester that coincides with their termination or resignation date.

Employees are to attend class on their own time. With approval of both the supervisor and department head, employees may attend an academic class during work hours by rearranging their workweek to complete regularly scheduled hours of work.

All tuition concession reimbursement requests when enrolled and attending other institutions must be submitted within six months of the completion of the semester for which reimbursement is being requested.

Education assistance requests are submitted and tracked through [WIN](#).