Enhanced Tuition Benefits FAQ

Benefit Overview

1. What are the eligible programs and benefit amounts?

The following tuition benefits are available to eligible employees:

Education Program	Eligibility Criteria	Annual Benefit Amount
Associate's Degree Bachelor's Degree	Includes all courses taken as part of an approved degree program, as well as prior learning assessments and tests used to document knowledge for the purpose of granting credit toward an approved degree (e.g. - CLEP, ACE, DANTES). Degrees can be obtained at any regionally accredited university.	$5,250
Master's Degree, PhD, Doctorate, EMBA	Includes all graduate level coursework taken as part of an approved graduate degree. Degrees can be obtained at JHU or at any other regionally accredited university.	$10,000
Individual Courses *(Bargaining Unit Members only)*	Each course must be directly related to an employee's current position or career path that aligns with JHU's business needs.	$5,250
Non-Credit Classes at JHU	Part-time noncredit courses offered through the continuing education unit of one of JHU's academic divisions.	2 classes per year
Non-Degree seeking Credit Classes at JHU	Part-time credit courses offered through one of JHU's academic divisions.	$5,250 annual family limit; $2,625 limit for dependents.

Annual benefit amount is based on the calendar year in which the course starts. Any remaining balance cannot be rolled over from year to year.

Participants are allowed to use their $5,250 Associate/Bachelor's degree cap and then use their $10,000 Master's Degree cap in the same year.

ELIGIBILITY

2. Who is eligible for this benefit?

Full-time benefits-eligible faculty or staff member who has been employed by JHU for 120 days or more, and continues in a full-time position.

Full-time benefits-eligible bargaining unit member, who has completed 90 calendar days of full-time employment and continues in a full-time position.

The benefit is available only during periods in which the faculty or staff member is employed full-time, or during periods of authorized leave not exceeding one year in duration from which the faculty or staff member will return to full-time employment.

Retirees, Visiting Faculty and Staff, Residents, Interns and Postdoctoral Fellows, and family members are not eligible for this plan.

Employees must be degree-seeking.

Coverage

3. What expenses are eligible?

Eligible expenses include tuition and course-related fees (registration fee, lab fee, technology fee, graduation fee). Eligible expenses will be covered up to the annual benefit amount for the calendar year in which the course starts.

Prior Learning Assessments and Challenge Exams are covered if credits are achieved. When applying, select the intended provider, where your credits will be applied toward your degree.

4. What expenses are not eligible?

Employees are responsible for all ineligible expenses including, but are not limited to: books, non-course related fees, meals, lodging, transportation, and tools or supplies that can be kept after completing the course of instruction.

5. What programs are not covered?

Educational programs not covered include, but are not limited to:

- Individual courses for sports, recreation or hobbies, unless part of a degree program.
- Non-credit bearing certificates
- Non-credit bearing individual courses (does not apply to Bargaining Unit Members)
- Certification, designation, and license exams.
- Seminars, conferences, and workshops.

6. What majors or fields of study can I purse?

All fields of study are eligible. If you don't see your Field of Study (or one that is similar) already listed in the system, you can select "Other" and fill in.

7. Are there approved education providers?

All courses related to a degree program must be provided by an institution holding Regional accreditation.

All courses taken by Bargaining Unit Members must be provided by an accredited institution recognized by the U.S. Department of Education. School accreditation can be verified via the U.S. Department of Education (USDE) website.

8. What are the course completion requirements?

All courses related to a degree must be completed with a minimum grade equivalent of C- or better. Courses taken by Bargaining Unit Members that are based on a pass/fail grading system must be completed with a passing grade.

Courses in which an employee receives an incomplete, withdrawal, or equivalent grade are ineligible.

Application and Approval Process

9. How do I apply for tuition assistance for an undergraduate or graduate degree?

To be eligible to receive tuition assistance, an employee must submit an application through the EdAssist platform - https://JHU.edassist.com. Initial applications will be reviewed for policy compliance by the program administrator (EdAssist) before forwarding the application to the employee's immediate supervisor and HR Business Partner for approval.

Employee's will need to submit a course approval application for each quarter, semester, or academic term. Managers and HR will only have to re-approve an employee's application if there is a change to degree type or field of study.

If you are taking classes at JHU and utilizing Tuition Remission, after your application is approved, you will download a copy of your Employee Verification Letter from the EdAssist platform (click actions in the approved application). This should be submitted to student accounts and then your account will be funded with the approved amount. You will need to load your final invoice to your EdAssist account within 30 days of course start date.

10. When do I need to submit my application?

Applications should be submitted prior to the course start date. Applications will **not be accepted later than 30 days after the course start date.**

11. How do I check the status of my application?

You can check the status of your application at any time by logging into EdAssist. You will also receive email notifications when your application status changes; please make sure your email address in your EdAssist profile is current.

12. What if my application is denied?

If your application is denied, you'll receive an email that includes the reason for denial. If you believe your application was denied inappropriately, you can submit an appeal directly within EdAssist for review by system administrators.

Payment Process:

13. How does the payment or reimbursement process work?

Two payment options are available for both undergraduate and graduate studies:

- **Reimbursement** pays the funds directly to you. You are responsible for paying all tuition and fees to the school. In EdAssist, you will upload your invoice showing all tuition and fees. This can be done at time of application. Upon application approval, you will receive an automated email notification when your application is processed for payment, and you should receive your payment via payroll/direct deposit within 1-2 pay periods. Any benefits received over the plan maximum will be taxed at time of reimbursement.

- **Direct Bill / Direct Pay** pays the funds directly to the school on your behalf, and you are responsible for paying any remaining balance to the school. In EdAssist, you must retrieve your Letter of Credit (LOC), sign and send it to your school's office that collects tuition payments. The LOC will instruct your school to send an itemized invoice to EdAssist, who will then send payment directly to your school for applicable tuition and fees that are covered by the tuition

benefit. You will then be responsible for any remaining balance or expenses that are not covered by the tuition plan.

Individual, Non Degree-Seeking Credit Courses at JHU. For employees participating in the Tuition Remission program who are taking non degree-seeking credit courses at JHU, the employee will submit an application and itemized invoice of tuition and fees in EdAssist. Invoices can be uploaded at the time of application, and should be loaded no later than 30 days after the course start date. Payment will be handled through JHU Student Accounts. Any benefit received over $5,250 will be taxed through payroll.

For all programs, the employee is responsible for submitting proof of successful course completion (grades) within 60 days after course completion to close out the application.

14. What happens if a passing grade is not submitted, and a payment was already made?

Repayment of tuition and related expenses will be required for any course in which the employee fails to meet the policy course completion requirements. JHU benefits will work with the employee to repay any amounts.

Tax Implications

15. Are my benefits taxable?

In compliance with IRS regulations (section 127), employer provided educational assistance is exempt from taxation up to a maximum of $5,250 per calendar year. Taxes will be assessed if, at the time of payment processing, the total amount of tuition assistance paid in the calendar year exceeds $5,250. Taxes will be deducted from your reimbursement, and you will receive the net cost. Please consult with your tax advisor for additional information.

Tuition remission used by your spouse/or dependent children for graduate courses, is considered taxable income and will be withheld from your paycheck.

Tuition remission used by your domestic partner and their dependent children, is considered taxable income, and will be withheld from your paycheck.

Contact Information:

- EdAssist: https://JHU.edassist.com. For assistance in the platform submit a ticket or use the chat feature.
- JHU Benefits Service Center: call 410-516-2000 or email benefits@jhu.edu