



## **Educational Benefits for Children, Legal Dependents and Spouses of Faculty**

All full-time faculty members are entitled to tuition remission benefits for their dependent children, “legal dependents” and spouses, as determined by the faculty member’s date of hire, below. A “legal dependent” is the person who meets the IRS guidelines for financial dependence upon the faculty member.

- Full-time faculty hired prior to June 1, 2012: Eligibility for 100% tuition remission is effective as of the date of hire for undergraduate and graduate degrees.
- Full-time faculty hired on or after June 1, 2012: Eligibility for 100% tuition remission for graduate degrees is effective as of the date of hire. Eligibility for 100% tuition remission for undergraduate degrees is effective after a waiting period with the beginning of the semester or session that follows completion of two years of full-time employment with the University.

A dependent child, legal dependent and spouse may pursue one Associate, and one Baccalaureate degree for one major; one Master’s degree, one Professional Diploma/Advanced Professional Certificate and one Doctoral degree based on the following conditions. No courses or degree programs in the School of Law are covered by tuition remission benefits. A legal dependent must be a child who meets the IRS guidelines for financial dependence on the employee. If the child for whom the employee is applying for tuition remission benefits does not meet the IRS guidelines for tax dependency on the employee, the benefits received will be taxable to the employee.

### Faculty Members who have **No Children** and who have at Least Ten (10) Years of Full-time Service:

Faculty members who have no children and who have at least ten (10) years of full-time service at the University may, during their term of full-time service or if they would otherwise have qualified for retiree tuition remission benefits, designate one legal relative for tuition remission on the same basis as a dependent child. Examples of qualifying eligible designees are niece, nephew, sibling or first cousin. (See CBA 15.08.c.). If the eligible designee does not meet the IRS definition of a dependent and is not claimed as a dependent by the employee, then the benefits are taxable to the employee.

### Faculty Members who have **Children** and have at Least Twenty (20) Years of Full-time Service, but never utilized Tuition Remission or Tuition Exchange Benefits:

Faculty members who have at least twenty (20) years of full-time service at the University who have children but who never utilized the Tuition Remission or Tuition Exchange benefits may, during their full-time service, designate one legal relative for tuition remission on the same basis as a dependent child. Qualifying eligible designees are niece, nephew, sibling, first cousin or grandchild. (See CBA 15.08.d.). If the eligible designee does not meet the IRS definition of a dependent and is not claimed as a dependent by the employee, then the benefits are taxable to the employee.

The tuition remission benefits shall not be granted unless the faculty member and/or the dependent sons, daughters, spouse or designee, makes an application and takes all other further action to obtain all New York State and/or federal awards and/or scholarships, and/or other tuition reimbursements, to the end that the amounts received from those awards and/or scholarships and/or tuition reimbursements inure to the benefit of the University. Tuition remission benefits will also be subject to applicable taxes.

### **Undergraduate Degree**

1. A dependent child/legal dependent may pursue an undergraduate degree provided he/she does not already possess a degree at this level financed by St. John's University tuition remission benefits. He/she must be a full-time student in the Day Session. For summer study see "D"; for "visiting student" summer study see "E."
2. An undergraduate child is expected to complete all courses for an Associate's degree in two years, a Bachelor's degree in four years and a Pharmacy degree in six years. A student who changes majors will receive tuition remission benefits for a maximum of four years.
3. A spouse may be a full-time or part-time student on the undergraduate or graduate level in the day, evening or weekend. A spouse may pursue an undergraduate degree provided he/she does not already possess a degree at this level financed by St. John's University tuition remission benefits.

### **Graduate Degree**

4. A child, legal dependent or spouse may pursue a Graduate degree provided he/she has not already achieved a degree at this level financed by St. John's tuition remission benefits. A child/spouse with a graduate degree from another institution may pursue a graduate degree financed by St. John's tuition remission benefits. A child of a faculty member need not be a dependent to pursue a graduate degree.
5. Tuition remission benefits begin for the child/spouse at the time the faculty member commences full-time teaching responsibilities.
6. A faculty member is permitted to audit courses on a "non-credit" basis. He/she must submit the Course Audit Form with the four required signatures to the Office of Financial Aid each time a course is audited.
7. All graduate tuition for a child, legal dependent or spouse is taxable and will be included in the employee's income subject to FICA/Medicare withholding and applicable federal and state taxes.

### **Recipients of tuition remission benefits must observe the following guidelines and procedures:**

- A) Child/spouse must submit all required test scores and official transcripts and be admitted to a program of study by the Dean of Admissions at either campus of the University. Student admitted in the College Admissions Program (CAP) will receive benefits for this remedial program one time only.
- B) Child/spouse must be matriculated in an undergraduate or graduate program to receive tuition benefits. A student taking courses without pursuing a degree will not receive benefits. See "K" for any exception to the above.

C) Each year a child, legal dependent, or spouse accepted into a program must request tuition remission benefits online via the University's website. The student will receive tuition benefits for the number of credits required for one degree and one major on the undergraduate and graduate level. The student is responsible for all fees and books.

D) An undergraduate child must be enrolled full-time (12-18 credits) in the Day Session during the fall and spring semesters. He/she may take six (6) credits in each summer session and three (3) credits in the mini-session (summer/winter).

E) Visiting Student – a child, legal dependent, or spouse of a faculty member who is matriculated at another university may register only for summer session courses at St. John's provided he/she submits a tuition remission authorization with written permission from said university stating St. John's University credits will be acceptable toward his/her degree.

F) Tuition remission benefits will not cover: a) auditing courses by a child, legal dependent or spouse; b) off-campus portion of a student's degree (ex: engineering, medical, non-St. John's study abroad). Tuition remission for St. John's study abroad courses offered through the Office of Global Studies are covered on the same basis as domestic programs. The University reserves the right to limit the number of tuition remission recipients who may participate in any given study abroad course or program.

G) Academic standing/Program pursuit – a child, legal dependent, or spouse of faculty must maintain satisfactory academic standing and make proper program pursuit toward his/her degree. Continual withdrawals, failures, or poor grades will be monitored and can jeopardize tuition benefits. The Academic Progress Requirements brochure details the progress standards required of undergraduate and graduate students. It is provided to all students and is also available from the Office of Financial Aid.

H) A child, legal dependent, or spouse of a faculty member is entitled to tuition benefits for a post-baccalaureate program for which a Master's degree is not offered at St. John's (i.e. Certificate Program). He/she must request tuition remission benefits via the University's website. There are no tuition benefits for Certificate Programs that do not require the possession of a Baccalaureate degree.

I) A child, legal dependent, or spouse of a faculty member accepted as a "special/non matric" student is entitled to tuition benefits for only 12 prerequisite credits. He/she must submit a) the tuition remission authorization, b) the "special/non-matric" form signed by the dean, and c) the letter of acceptance from the Office of Admissions.

J) Student employment on campus by a child or spouse of a faculty member is permitted.

K) Niagara University – child, legal dependent of faculty who chooses to attend Niagara University (our sister school) for an undergraduate degree is entitled to \$1000 tuition remission each semester.

**Guidance regarding additional financial assistance:**

- A child, legal dependent, or spouse of a faculty member who is a New York State resident and a full-time (12 credits) undergraduate/graduate student in fall and spring semesters (8 credits in each trimester) must file for New York State Tuition Assistance Program (TAP) every year – 90 days prior to the start of the semester. Any TAP monies will be applied to the University.

- A child, legal dependent, or spouse of a faculty member must forfeit eligibility for any other form of University financial aid (i.e. scholarships, grants-in-aid, etc.)
- A child, legal dependent, spouse of faculty employed by a company with a tuition refund program must file for such benefits and apply them to tuition charges at St. John's University. St. John's tuition remission benefits will extend only to that portion of tuition not covered by the external benefits.
- A child, legal dependent, spouse of faculty may file for other types of financial aid, e.g. Pell Grant, external scholarships and grants and loans – such aid may be retained by the student.

**Faculty No Longer With the University:**

- Retired – A faculty member who retires from St. John's after reaching normal retirement age of 65 and completing 15 years of full-time employment, or who dies while in active, full-time employment after completing 10 or more years of full-time employment shall be eligible to receive tuition benefits for his/her child/spouse for one undergraduate and one graduate degree (as stated above).
- Deceased – A child/spouse of a faculty member who dies while actively employed, but before completing 10 years of full-time employment, is entitled to benefits for one semester after death.
- Terminated – Tuition benefits cease for a child/spouse of a faculty member when employment is terminated. The amount of tuition will be pro-rated for the semester.

Please note that professional Financial Aid counselors are available at the Queens, Staten Island, and Manhattan campuses to address specific questions concerning the Educational Benefits for Faculty at St. John's University. The Office of Financial Aid on the Queens campus can be reached at (718) 990-5745.

**Clarified: 12/05/18**

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