

## Tuition Reimbursement at Iowa State

Tuition Reimbursement is offered for eligible non-faculty Merit and Professional & Scientific (P&S) staff members to continue their education. This program is through University Human Resources and offers tuition reimbursement after successful completion of undergraduate, graduate, and post graduate courses taken at Iowa State. Employees can be reimbursed for up to four credits a semester (fall, spring, and summer). After one year of continuous employment at Iowa State in a benefits-eligible position, employees are eligible for the program.

When applying for a graduate program, you will need to follow the application guidelines for the program. Once accepted, you will be assigned an advisor who will assist in registering for classes.

Learn more about eligibility requirement, participation requirements, and taxable income below.

### ELIGIBILITY REQUIREMENTS

A staff member's application will be considered only if the Merit or P&S staff member:

1. Completes and submits the application to participate in this program. The application is located within [AccessPlus](#) under the Employee tab→ Tuition Reimburse.
  - A new application must be completed for each semester.
  - If receiving departmental aid, please verify the amount of aid before submitting an application. If the departmental aid is being provided – it is strongly urged that staff members do not submit an application.
2. Has completed a minimum of one year of continuous employment in a non-temporary, non-faculty benefit eligible position of at least 20 hours or more per week prior to the submission deadline and remains continuously employed in an eligible Merit or P&S position throughout the term.
3. Acknowledges that submission of an application **does not** guarantee reimbursement.
4. Acknowledges, at the time of submission, that **the employee is liable for all** mandatory fees.

The staff member must be accepted and maintain the same academic standards as any other applicant or student and must comply with all student rules and regulations.

Eligible staff can apply for tuition reimbursement three times each year (fall, spring and summer semesters). After review, they may be approved for reimbursement of up to four credit hours in each semester. Priority is given to those employees taking coursework related to career advancement within the university. Courses must be taken at ISU.

## PARTICIPATION REQUIREMENTS

1. Reimbursement pertains to tuition cost only (does not include fees) for those that qualify.
2. Applications must be submitted during the posted time frame. (**Applications will not be considered after the submission period has closed.**)
3. Staff members must apply for admission and register for each course following applicable University Policy.
4. Reimbursement is contingent upon the staff member attaining nothing less than the minimum grade that is accepted by the Program for the credit or confirmation of satisfactory completion of the coursework from the school.
5. Coursework must be taken for academic grade credit:
  - o Must receive a “Satisfactory” result for Satisfactory/Unsatisfactory courses
  - o Pass/Fail **does not** meet minimum grade requirements and does not qualify for the Program
  - o Minimum grade of a C for all undergraduate coursework
  - o Minimum of a B for all graduate coursework
6. The Program will not exceed reimbursement of 100% of the tuition-only cost, with or without other aid assistance. Aid includes but is not limited to: scholarship aid, GI Funds, or departmental assistance/aid. (***Student loans that must be repaid are excluded.***)
7. Eligible staff members interested in participating in this tuition reimbursement program must:
  - o Remain a university employee through the end of the course(s) in which they are enrolled
  - o Submit information related to additional financial assistance from any source (including grants, awards, departmental aid, scholarships, incentives, or GI bill) and the dollar amount of that aid to [tuitionreimbursement@iastate.edu](mailto:tuitionreimbursement@iastate.edu).
8. ISU coursework will be pulled into the system from the records of the Registrar Office.
9. Course attendance must be completed on the staff member’s own time and cannot interfere with staff member’s ability to carry out regular position responsibilities or assignments.

## TUITION REIMBURSEMENT AS TAXABLE INCOME

1. Tuition Reimbursement/Aid will not be subject to tax withholdings if below the annual IRS limits (**\$5,250**).
2. In general, you do not have to pay income tax on Tuition Reimbursement benefits for undergraduate degree programs for yourself.
3. Under IRS regulations, up to \$5,250 per year of graduate Tuition Reimbursement benefits for employees are non-taxable. This means the first \$5,250 of your graduate tuition costs will not be taxed. Anything over \$5,250 will be considered taxable income, and the tax on the value of the benefit will be withheld from your paycheck.
4. Reimbursements/Aid (other than Financial Aid – student loans) above this limit will be treated as taxable income and will be reported on the staff member's W-2 (box 1).