

# Saint Joseph's College

## Policy Manual

### Human Resources

Section Name: Benefits

Section Number: 8.22

Effective Date: 1/1/2019

### SUBJECT: Tuition Remission Part-time Clinical Nursing Faculty

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#### **PURPOSE:**

The purpose of this policy is to provide financial assistance and to serve as both a recruitment and retention strategy for qualified clinical nursing instructors.

#### **ELIGIBILITY:**

Part-time clinical nursing faculty are eligible for the equivalent of one course in the Master's of Science in Nursing Program for each clinical taught with a maximum of four per academic year. A faculty member has up to one year from the end of their teaching responsibilities to start an eligible course, must be actively teaching in the Nursing Program at the time of taking the course and be in good standing in the Department of Nursing. Continued eligibility for tuition remission benefits will be contingent on the student's ability to meet the Satisfactory Academic Progress Policy set forth by the Chief Learning Officer and the Financial Aid Department. All fees and other costs owed to the College must be paid prior to receiving the tuition remission. Failure to complete a teaching contract will result in revoking eligibility for tuition remission.

#### **POLICY:**

Following approval from the Human Resource Office, the College will grant the tuition remission benefit up to full tuition of the course. The first \$5,250 of graduate level tuition each calendar year is non-taxable. However, after that has been met, then it becomes a taxable benefit subject to Federal, State, Social Security, and Medicare taxes. The tuition amount will be added to your gross earnings in the pay period *30 days from the start of the course* in accordance with IRS Code. If the course is taken while the clinical nursing faculty is in an unpaid status, the amount of the tuition will be added as income for the faculty member when they return to paid status as long as it is in the same tax year. If not, they will be issued a Form 1099 at the end of the year. *Note: this may result in taxes owed for that year.*

This taxable tuition remission benefit is subject to the refund policy defined in the Saint Joseph's College Catalog. If a withdrawal is processed within the first 30 days from the start of the course for less than 100%, the course will still be counted toward your maximum course count per the benefit policy. *Tuition Remission is just to cover tuition costs. Any costs for books or fees will not be covered.*