

## **IMPORTANT TUITION WAIVER BENEFIT INFORMATION**

### **Definition of Student Status:**

**UD Degree seeking:** This is the traditional reason for the tuition waiver, which requires formal admission to a degree program. Individual is seeking a degree at UD.

**NON-UD Degree seeking:** This is typically used for dependents during the summer or interterm and requires admission to the University of Dallas. Example is dependent who is in a degree program at a non- UD school but is home for the summer and wants to earn extra credits towards their degree. Could be used by employee or spouse.

**High School Student/Home School Student/GED (not graduated or graduated): UD Irving Campus** This is used for a high school student who has exhausted advanced high school district courses and wishes to enroll in higher level courses at UD. An example might be a high school student who has completed all district offered advanced math courses. This requires admissions to the University and instructor permission. The limit is 3 total courses and is typically used to take courses in order to develop credit towards admissions to a degree program. Requires instructor permission.

**Certificate Program:** The University offers several certificate programs with potentially different eligibility requirements, which must be met but admission to the University, is required.

**Pre-requisite Courses:** This category is used for those who need course work to meet requirements for a different degree program and is limited to 3 courses. An example: one has a MBA but wants to move into a medical degree program but lacks certain courses.

**Professional Development/Audit:** This category is open to employees only when a supervisor suggests courses to enhance performance on the job.

**Rome Programs:** For study in Rome during the summer and the individual is a current UD student or in a degree program at other college.

**Taxable Income Notice:** Undergraduate tuition benefits for the employee and eligible dependents are tax-free. Graduate-level tuition benefits are tax-free for the employee up to the Internal Revenue Service maximum for the calendar year. Graduate-level tuition benefits are taxed for eligible dependents. Federal income taxes will be deducted at the rate indicated on the employee's most current W-4 on file. Federal income tax and FICA deductions will be taken in equal installments over the remaining pay periods of the period of enrollment. Employees will be held responsible for taxable income for classes dropped after the official drop date.