

**THE JOHNS HOPKINS UNIVERSITY
TUITION REMISSION PLAN APPLICATION**

The applicant is responsible for (1) reading the description of the Tuition Remission Plan, which appears on the back on this application, (2) completing this form, (3) obtaining a verification and remission voucher from the Divisional Human Resources Office or Benefits Service Center, and (4) submitting the voucher and application at the time of registration. Applicant must submit a **SEPARATE voucher and application for each course**

PART I: Name of Faculty or Staff Member (Please print) _____ **Semester / Quarter** _____

(Last) _____ (First) _____ (Middle Initial) _____ Social Security Number _____ PCN _____

Office Phone: _____ Department: _____ Dept. Code: _____ Job Title: _____

PART II: Student is (Check one below) _____ **Student has bachelor's degree:** ___ Yes ___ No

- ___ Full-time Faculty or Staff Member
- ___ Retired Full-time Faculty or Staff Member
- ___ Spouse of Full-time Faculty or Staff Member or Retiree (Provide Name & SS Number Below)
- ___ Same-Sex Domestic Partner (A JHU Affidavit of Marriage/Same-Sex Domestic Partnership form must be filed with the Office of Benefits Administration. Provide Name & SS Number Below)
- ___ Dependent Child of Full-time Faculty or Staff Member (Provide Name & SS Number Below)
- ___ Dependent Child of Same-Sex Domestic Partner (A JHU Affidavit of Marriage/Same-Sex Domestic Partnership form must be filed with the Office of Benefits Administration. Provide Name & SS Number Below)

(For same-sex domestic partners and their dependent children, See "Tuition Remission Taxability" section on reverse side)

Name: _____
(Last) _____ (First) _____ (MI) _____ **Date of Birth *** _____ Social Security Number _____

***Required for dependent children over 18. Declaration of Dependent Children Form also required for dependent children over 18.**

PART III: Course Type: SEE REVERSE SIDE FOR TAXABILITY INFORMATION

- | | |
|--|---|
| <p>___ Non-credit. Check <u>one</u> item below:</p> <ul style="list-style-type: none">___ Personal Enrichment___ Professional Development - 100% Includes Cont Med Education. Submit <u>one pink</u> Professional Development Form for <u>each</u> course. (For Employees Only) | <p>___ Credit. Check <u>one</u> item below:</p> <ul style="list-style-type: none">___ Undergraduate/Graduate - Not-Taxable - For Employees Only___ Undergraduate - Not -Taxable - For Spouses, and Dependent Children___ Graduate - Taxable - For Spouses and Dependent Children___ Undergraduate/Graduate - Taxable - For Same-Sex Domestic Partners, and their Dependent Children |
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PART IV: Course Offered By (check school)

- | | | |
|--|---|---|
| <p>___ Arts and Sciences</p> <p>___ Medicine & Cont Med Education</p> <p>___ School of Professional Studies</p> <p>___ Nursing</p> | <p>___ Engineering (check one below)</p> <ul style="list-style-type: none">___ Day Division___ Part-Time Division <p>___ Bloomberg School of Public Health</p> <p>___ SAIS</p> | <p>___ Peabody (check one below)</p> <ul style="list-style-type: none">___ Classroom Instruction___ Private Instruction <p>___ Center for Talented Youth (CTY)</p> |
|--|---|---|

Course Number, Title and Cost: _____

PART V: Certification I certify that all information is accurate, I have **read** the back of this form, and I have been in an eligible status for **90 consecutive days**. [The 90-day waiting period is waived for Professional Development computer training courses. It also can be waived for other courses for faculty and staff if the supervisor or department head certifies that the course is a requirement of the job.] I accept responsibility for the payment of courses, which are not eligible. **TIME LIMIT: Remission vouchers must be submitted at registration; tuition remission payments cannot be made after that time.**

Faculty's or Staff Member's Signature: _____ Date: _____

PART VI: Supervisor Approval For courses held during working hours and/or to waive the 90-day waiting period.

- ___ The applicant has my permission to attend courses during working hours.
- ___ The 90-day waiting period is waived by the supervisor or department head for the employee.

Supervisor's or Department Head's Signature: _____ Date: _____

PART VII: Remission Voucher Disposition

- ___ I will pick up the remission voucher from Human Resources/Benefits Service Center after 24 hours.
- ___ Please mail the remission voucher to me. Building & Room No: _____

THE JOHNS HOPKINS UNIVERSITY FACULTY, STAFF AND RETIREE TUITION REMISSION PLAN

Eligibility & Participation: Full-time JHU faculty and staff, and their spouses and dependent children qualify for tuition remission after the employee completes 90 days of full-time employment at JHU. To qualify as a "dependent child" the child must: 1) be a U.S. citizen, resident alien or a resident of Canada or Mexico; 2) not file a joint return if married; 3) be a blood descendent of the first degree, or legally adopted or a stepchild; 4) receive from the employee over half of his total support for the calendar year, 5) be under 19 years old or if between the ages of 19 to 24, be a full-time student. **Children between 19-24 who are not full-time students and children who are 25 may also participate if they have income of less than \$3000 for calendar 2002.** A "Declaration of Dependent Children" form (available in the Benefits Service Centers and the Center for Training and Education) must also be completed and submitted for all dependent children over 18 who desire to participate in the Plan.

Same-sex domestic partners and their dependent children may also participate in the Plan. However, any benefit provided for an employee's same-sex domestic partner or the dependent children of that same-sex domestic partner will be taxed. The University will withhold these taxes from the employee's paychecks.

JHU retirees and their spouses are also eligible for tuition remission, but visiting faculty and staff, post-doctoral fellows, and students are not.

Payment Allowances: Payment allowances are for **part-time study. Courses must be offered through the continuing education unit of one of JHU's academic divisions.** Courses offered by individual departments or outside JHU are not eligible. The plan covers **both** credit and non-credit courses.

Non-Credit Courses: *There is no annual dollar limit on non-credit professional development or personal enrichment courses.*

Non-Credit Professional Development: Faculty and staff receive **100%** remission if the department certifies that the course is valuable to the professional development of the individual **AND** the department is willing to pay if the individual does not attend or cancel from the course with at least one week's notice. The one week's notice for cancellation is waived only for unexpected hospitalizations, automobile or personal injury accidents, or serious illness, or for a family member's death. Documentation is required. The professional development option is not available to spouses/same-sex domestic partners or dependent children.

Non-Credit Personal Enrichment: Faculty and staff receive **80%** remission for non-credit personal enrichment courses, with 20% payable at registration. Spouses/same-sex domestic partners are eligible for 50%. Dependent children are eligible for 50% remission at Peabody and CTY only. For private instruction at Peabody, faculty, staff, spouses/same-sex domestic partners and dependent children are all eligible for 25% remission.

Courses for Academic Credit: *The maximum tuition remission available to faculty, staff and retirees (including remission for spouses, same-sex domestic partners and dependent children is the value of part-time study not to exceed \$5250 in a calendar year.)*
Faculty, staff and retirees must track and limit their family spending to \$5,250 for the calendar year, and within that amount limit their dependents' spending to \$2,625 for the calendar year.

Faculty, staff, and retirees are eligible for 100% remission for credit courses, and 25% remission for private credit instruction at Peabody. **Spouses/same-sex domestic partners** are eligible for 50% remission on credit courses, and 25% remission for private credit instruction at Peabody. **Dependent children** are eligible for 50% remission for a Professional Studies, Peabody, Engineering (CPP), and CTY; \$100 term / \$50 quarter at all other schools; and 25% remission for private credit instruction at Peabody.

Each year the tuition remission limit begins with Intersession and Quarter 3 courses and ends with Fall and Quarter 2 courses. Employees are responsible for spending which exceeds the limits, and for **tuition costs for courses not completed (withdrawn from or dropped).**

Disallowances: Studies taken beyond the dollar limits noted above must be paid for by the faculty or staff member. The availability of the Tuition Remission Plan does not guarantee that an employee or family member will be accepted by an academic division (within JHU). Employees should check with the Admissions Office of the academic division of their interest before applying for tuition remission. Employees who take courses outside JHU are solely responsible for the cost.

Tuition Remission Taxability: *For employees:* Effective January 2002, the tuition remission used by employees on all undergraduate and graduate courses is tax free. *For spouses and dependent children:* The tuition remission used by employees' spouses and dependent children for undergraduate courses is tax free. The tuition remission used by employees' spouses and dependent children for graduate courses is taxable income for the employee. The University will withhold these taxes from the employee's paychecks. *For same-sex domestic partners and their dependent children:* Any benefit provided for an employee's same-sex domestic partner or the dependent children of that same-sex domestic partner will be taxed. The University will withhold these taxes from the employee's paychecks. Tax questions should be directed to the Tax Office at 443-997-8442. Questions about tuition remission should be directed to Training and Education at 443-997-6810.