



## **EDUCATION BENEFITS FOR FULL TIME EMPLOYED FACULTY AND FULL TIME EMPLOYEES OF NEW YORK MEDICAL COLLEGE**

Effective Date: November 29, 2016

Supersedes: *Education Benefits for Full-Time Employed Faculty and Full Time Employees of New York Medical College* dated January 26, 2016

References: HR.313 – *Policy on Dependent Scholarship Tuition Assistance Program Educational Benefits*

### **I. PURPOSE**

To establish guidelines for the education benefits of full-time employed Faculty and regular full time employees of New York Medical College pursuant to this Policy for education benefits at New York Medical College (“NYMC” or the “College”), and at the Touro College and University System schools (“Touro”).

### **II. POLICY**

It is the policy of the College to encourage the continuation and progression of education and professional performance through various programs offered by NYMC and Touro.

The College will review the policy on an annual basis and may modify or withdraw this policy any time, except that any eligible full-time employee or eligible individual matriculated in any of the schools at the time of such a modification or withdrawal will continue to be entitled to the education benefit as provided herein until completion of the then-current academic year, withdrawal from the schools or dismissal for academic or disciplinary reasons. In the event that the eligible full-time Faculty/Employee ceases to be a full-time employee of the College, the education benefit will terminate at the completion of the then-current semester.

In accordance with current Federal Internal Revenue Service laws and regulations, the value of the education benefit for graduate education in excess of \$5,250 in a calendar year is a taxable benefit to employees subject to federal and state income tax, as well as social security withholdings. At year-end, the College will issue a Form 1099 (or W-2) to the eligible full-time Faculty/Employee receiving the benefit showing the value of the education benefit in excess of \$5,250 as income to those employees and report the same to the Internal Revenue Service. The College cannot provide tax advice or counsel, so Faculty/Employees receiving such benefits should consult with their personal tax advisor. Faculty/Employees may seek a course specific tax exemption under narrow IRS rules for education related to his/her current job duties and responsibilities for the College. Information on “qualified educational expenses” can be

found on the Internal Revenue Service website, see IRS Publication 970 on Tax Benefits for Education at <http://www.irs.gov/publications/p970/>

Federal law currently considers the employee, spouse or dependent child undergraduate tuition benefit as a non-taxable benefit at educational institutions as defined by the Internal Revenue Code.

### **III. SCOPE**

This policy applies to all College full-time employed faculty, regular full-time employees and their respective spouses and dependent children, excluding all union represented and other employees. This policy shall also apply to spouses and dependent children of College full-time faculty and regular full-time employees of the College who, after the completion of at least eight (8) years of continuous employment with the College, have died while an employee of the College provided that a completed application for education benefits under this policy is filed by the individual's spouse or dependent children within two (2) years from the death of such former College full-time employed faculty and regular full-time employee. This policy shall also apply to full-time faculty of the College who are not employed by the College and who have been employed full-time for at least two years by, and are currently employed full-time by, faculty practice entities compliant with the requirements of the College as defined below;

### **IV. DEFINITIONS**

- A. Education Benefit – tuition discount for courses taken at NYMC and Touro schools.
- B. Dependent children – as defined by Federal Internal Revenue Service rules and regulations.
- C. FT Faculty/Employee- The eligible full-time employed and non-employed faculty and regular full-time employees of the College as described in Article III: Scope of this Policy.
- D. Tuition – Fee charged for educational instructions or matriculation fee. The education benefit covers tuition or matriculation only and does not cover admission, graduation, testing, dormitory, meal plans, laboratory and other fees.

### **V. PROCEDURES**

#### **A. Tuition Discount**

1. Except as provided in paragraph A.2. below, all FT Faculty/Employees of the College are eligible to receive education benefits for themselves, their spouses and their dependent children after the completion of one (1) year of continuous employment prior to the start of the semester year. The benefits are the same for FT Faculty/Employees, their spouses and their dependent children, unless indicated

otherwise. Employees are not permitted to enroll in any course scheduled during their regular works hours. The benefits are as follows:

- For programs leading to degrees in the Graduate School of Basic Medical Sciences (“GSBMS”) and School of Health Sciences and Practice (“SHSP”), excluding the Doctor of Physical Therapy (“DPT”) and Master of Science in Speech-Language Pathology, the tuition discount is 100% for employees and 25% for spouses and dependent children. The benefit is limited to 6 credits per semester and 18 credits per year. FT Faculty/Employees may in the alternative enroll in up to two (2) courses as non-matriculantes.
- For programs in any other graduate and professional schools in the Touro University System, the discount for FT Faculty/Employees, their spouses and dependent children is 25% for graduate programs, except for the MBA graduate program of Touro University Worldwide where the discount is 40%. For undergraduate programs in schools of the Touro University System, the discount for FT Faculty/Employees, their spouses and dependent children is 100% for undergraduate programs, except for undergraduate programs of Touro University Worldwide where the discount is 50%.
- For the program in the School of Medicine leading to the M.D. degree and for the programs in the SHSP leading to the degree of Doctor of Physical Therapy (“DPT”) and Master of Science in Speech-Language Pathology (MSSLP), there is no fixed tuition discount. Instead, spouses and dependent children are eligible for a partial scholarship to be drawn from scholarship fund pools established for each program. The amount in the pool for the M.D. program in any year shall be equal to twice the annual tuition fee for that year. For each of the DPT and MSSLP, the pool in any given year shall be equal to the annual tuition for that year. The scholarship funds drawn from the pool in accordance with the following procedures:

There is no limit to the number of students who can share in the applicable scholarship pool funds in any given semester; the amount in the applicable scholarship pool shall be divided equally among the eligible students in each semester. However, the maximum scholarship amount any eligible student can receive in any semester varies depending on the amount of continuous service by the employee whose spouse or dependent children are eligible to receive funds. The maximum scholarship in each program that an eligible student can receive shall be 25% of the tuition fee for a dependent of an employee with more than one (1) but less than eleven (11) years of continuous employment at the College; 35% of the tuition fees for a dependent of an employee

with more than eleven(11) but less than sixteen (16) years of continuous employment with the College; and 50% of the tuition fee for a dependent of an employee with sixteen (16) or more years of employment. Under no circumstance shall any student receive more than 50% of the applicable tuition fee for that academic year.

- Tuition discount for dependent children at undergraduate schools other than Touro is as set forth in *HR.313 – Policy on Dependent Scholarship Tuition Assistance Program Educational Benefits*

2. Notwithstanding any statement to the contrary in this Policy, FT Faculty/Employees who are currently also employed by or are members of a faculty practice entity approved by the College may receive the tuition benefit in this Policy only if, in the sole discretion of the College, the faculty practice entity meets the requirements of the College, including financial support to the College such that members of the Faculty Practice entity are members in good standing of the Faculty, determined as of the date of the application for education benefits and thereafter in each subsequent semester.

3. All applicants for admission must possess and be able to demonstrate the academic prerequisites required for admission to study and upon admission, will be subject to all regulations, policies, requirements and standards, as adopted from time to time.

4. Upon admission, the student must maintain good academic standing to continue in the program as determined by the appropriate school and shall pay all fees except matriculation fee.

5. Employees are not permitted to take courses during working hours or to leave work early to attend classes.

#### B. Applying for education benefits at NYMC Schools

1. Interested FT Faculty/Employees should contact the Office of the appropriate Dean for information brochures and enrollment information.

2. Prior to each semester's registration, the FT Faculty/Employees shall complete the Application for School Tuition Remission (HR-67) form from the College's Human Resources Department. This form shall be approved by the College's Human Resources Department to verify current employment status. Submit this form to the Registrar's Office and the Bursar's Office at the time of registration.

#### C. Applying for education benefits at Touro Schools

1. Prior to the beginning of each academic year's semester registration, the FT Faculty/Employees shall complete an NYMC issued and Touro approved Tuition Discount Application from the NYMC Human Resources.

2. Submit the approved Tuition Discount Application and all Touro required enrollment forms/documents to Touro Registrar and Bursar, with a copy to NYMC Human Resources.

## **VI. EFFECTIVE DATE**

This policy is effective as of the date first stated above except for FT Faculty/Employees who were as of June 30, 2015 matriculated in any of the schools of the College and who received education benefits as of such date. Such FT Faculty/Employees shall continue to receive education benefits at the level provided prior to this Policy until completion of the educational program he/she is matriculated in, withdrawal from the schools, dismissal for academic or disciplinary reasons, or in the event of the termination of employment of the FT Faculty/Employee.

## **VII. POLICY RESPONSIBILITIES**

A. FT Faculty/Employees - complete required forms and receive approval from Human Resources Department.

B. NYMC Bursar

1. Verify information on the application form.
2. Keep a record of the application form in the student's file.
3. Determine allowable credits per semester.
4. Report value of the tuition remission to the Payroll Department at the end of the calendar year.

C. NYMC Controller

1. Receives invoice from Touro
2. Remits payment to Touro for tuition discount
3. Verifies invoice with NYMC Human Resources

D. NYMC Vice President for Financial Operations

1. Receives request for verification from NYMC Human Resources
2. Verifies that, if applicable, the FT Faculty/Employee's faculty practice entity is in compliance with the rules of the College
3. Notifies NYMC Human Resources

- E. Touro Bursar – inform Touro Controller of value of tuition discount
- F. Touro Controller – invoice NYMC for the value of the tuition discount
- G. Offices of the Deans – review and process registration applications.
- H. Human Resources
  - 1. Verify eligibility and employment status of full-time employee or faculty
  - 2. Verifies, if applicable, the eligibility of the FT Faculty/Employee with the Vice President for Financial Operations
  - 3. Maintain and approve Application for School Tuition Remission (HR-67)
  - 4. Provide advice and guidance with respect to the interpretation and administration of this policy

### **VIII. POLICY MANAGEMENT**

Responsible Executive: Vice President of Operations  
Responsible Officer: Director of Human Resources  
Responsible Office: Human Resources

This policy has been approved by the Office of the Chancellor, the Office of Institutional Compliance and the Department of Human Resources.