

EDUCATION BENEFITS FOR EMPLOYEES

1. GENERAL

- a. The University encourages and supports the interests and efforts of employees who wish to advance their personal and professional development. Educational assistance and tuition reduction benefits are provided to employees for their educational development as approved by the Trustees of the University and documented in the Tuition Concession Plan for Reynolda Campus Employees of Wake Forest University contained in the Board of Trustees Handbook. This policy provides guidance with regard to the administration of educational assistance and tuition reduction benefits for employees.
- b. It is intended that this policy conform to the provisions of Sections 117 [Tuition Reduction], 127 [Educational Assistance], and 132(j)(8) [Working Condition Fringe] of the Internal Revenue Code.

2. ELIGIBILITY

- a. Faculty members and staff employees who are regularly scheduled to work full time (a minimum of 1096 and 1400 hours per year respectively) and have completed at least two continuous years of regular full-time service are eligible for educational assistance and tuition reduction benefits.
- b. If the employee satisfies the eligibility requirements on or before October 1st of a given year, benefits are available for the fall semester of that year (February 1st for spring semester).
- c. The plan year for employee educational assistance benefits is the calendar year.

3. TUITION REDUCTION BENEFITS [IRC Section 117]

- a. Employees who are academically qualified may be granted full tuition reduction for part-time undergraduate study in Wake Forest College or The Wayne Calloway School of Business and Accountancy.
- b. Tuition reduction is available for a maximum of two courses per semester upon approval of the employee's supervisor and the Chief Human Resources Officer or designee. Ordinarily, only one course per semester will be approved.
- c. The academic work need not be directly related to the employee's responsibilities in his or her position at Wake Forest.
- d. Employees who are eligible for tuition reduction are also eligible to audit classes. Policies and procedures for auditing classes are determined by the deans of the individual colleges and schools.

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4. EDUCATIONAL ASSISTANCE BENEFITS

a. Enrolled and Attending Wake Forest [IRC Sections 127 and 132(j)(8)]

- (1) Employees who are academically qualified may be granted educational assistance in the form of full tuition reduction for part-time study in the Graduate School of Arts and Sciences or may be selected by the administration for study in the Babcock Graduate School of Management. Educational assistance benefits do not apply to enrollment in the School of Law, the School of Medicine, or the Divinity School.
- (2) Educational assistance may be excluded from an employee's gross income under an educational assistance program up to \$5,250. Assistance over that amount may be excluded from an employee's gross income if the program of study is work related and meets the requirements for exclusion as a working condition fringe.
- (3) Employees who are eligible for educational assistance are also eligible to audit classes. Policies and procedures for auditing classes are determined by the deans of the individual colleges and schools.
- (4) Academic work in the Graduate School of Arts and Sciences need not be directly related to the employee's responsibilities in his or her position at Wake Forest.
- (5) Employees selected to attend the Babcock Graduate School of Management must obtain and submit to the Human Resources Department a Supervisor's Certification of Job Relevance for review and approval.

b. Enrolled and Attending Other Institutions [IRC Section 132 (j)(8)]

- (1) Employees attending other universities, technical schools or community colleges offering associate or baccalaureate degree programs may be granted educational assistance for undergraduate study that is the lesser of a specific dollar amount announced annually by the Human Resources Department or the cost of the tuition the employee is actually required to pay. [Note: Maximum payments for educational assistance are indexed annually to the highest tuition and required fees for two (2) semester courses charged by an institution of the University of North Carolina System.]
- (2) Courses offered on line (distance learning) and by other nontraditional means may be eligible for educational assistance. Employees contemplating enrolling in such courses should contact the Human Resources Department (Benefits Office) prior to enrollment.

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- (3) Ordinarily, an employee already holding an undergraduate degree (baccalaureate or equivalent) is not eligible for educational assistance to attend other institutions. Employees seeking an exception to this policy should contact Human Resources.
- (4) The course or degree program must be directly related to the essential functions of the employee's department or position at Wake Forest University. Employees must maintain at least a 2.0 grade point average, or the equivalent of a "C" average in order to continue to receive educational assistance.
- (5) Tuition refunds for cancellation or withdrawal are to be refunded to Wake Forest University.

4. ADMINISTRATION

- a. All employees affected by a position elimination, or reduction in force and who are receiving educational assistance at the time of elimination or reduction in force notice will continue to receive educational assistance benefits through the end of the semester.
- b. Employees who are terminated or who resign their employment with the University while receiving educational assistance may forfeit their benefits as a result of such termination or resignation.
- c. Employees are to attend class on their own time. With approval of both the supervisor and department head, employees may attend an academic class during work hours by rearranging their workweek to complete regularly scheduled hours of work.
- d. An [Application for Employee Education Benefits \(Educational Assistance/Tuition Reduction\)](#) is available on-line or from the Human Resources Department (Benefits Office).
- e. All tuition concession reimbursement requests must be submitted within six months of the completion of the semester for which reimbursement is being requested.

Final Draft Reviewed by the Assistant Counsel, Legal Department and Updated by the Director of Human Resources, August 25, 2004

Approved by the President: February 14, 2005