

## 2018 Tuition Benefit FAQs

**Q. I am trying to apply for 2018 Employee Reduced Undergraduate (ERU) or Employee Reduced Graduate (ERG) benefits, but the Tuition Benefit year keeps changing back to 2017. What do I do?**

A. ERU and ERG are not valid plan IDs for 2018 because the benefit percent has increased.

If you have less than 3 years of continuous, full-time, benefits-eligible service OR earn more than \$100,000 gross annually, use plan ID: ER for Employee Reduced to apply for 90% reduced tuition up to \$12,000 per calendar year.

If you are actively working at the University, are currently on the University payroll, have more than 3 years of continuous, full-time, benefits-eligible service AND earn less than \$100,000 gross annually, use plan ID: EER for Enhanced Employee Reduced to apply for 90% reduced tuition with no annual limit.

For either of these plan IDs, the Tuition Benefit Year will default to 2018. If you have any questions, please email [tuition-benefits@northwestern.edu](mailto:tuition-benefits@northwestern.edu).

**Q. Am I eligible for the Enhanced Employee Reduced (EER) Tuition benefit?**

A. You are eligible if you are a full-time, benefits-eligible employee at Northwestern University, with at least 3 years of continuous, full-time benefits-eligible service, earning less than \$100,000 annually before taxes, and are an actively working employee on the University payroll. If you have any questions, please email [tuition-benefits@northwestern.edu](mailto:tuition-benefits@northwestern.edu)

**Q. Does service have to be continuous? Full-time? Benefits-eligible?**

A. Yes, continuous, full-time, benefits-eligible service is required. Continuous, part-time, benefits-eligible service will be pro-rated, provided you are full-time, benefits-eligible at the time you wish to use the benefit.

**Q. Does my time as a temporary employee count toward the 3-year service requirement for the Enhanced Employee Reduced (EER) Tuition benefit?**

A. Time worked as a temporary employee is non-benefits-eligible and does not count. Service years consist of continuous service in benefits-eligible positions only. Part-time, benefits-eligible service will be pro-rated toward the full-time requirement, for example: 2 years at 50% time would be 1 year of full-time. Employees must be in a full-time, benefits-eligible position when requesting tuition benefits. For an accurate reporting of your eligibility, please email [tuition-benefits@northwestern.edu](mailto:tuition-benefits@northwestern.edu).

**Q. I have an unpaid position with the University that is eligible for the Employee Reduced (ER) Tuition Benefit and have been in this position for more than 3 years. Am I eligible for the Enhanced Employee Reduced (EER) Tuition benefit?**

A. To qualify for the Enhanced Employee Reduced (EER) Tuition benefit, you must be an actively working employee, who is currently on the University payroll. Positions with no salary do not meet the requirements.

**Q. If I have not reached 3 years, do I still qualify for the 90% Employee Reduced (ER) Tuition benefit?**

A. Yes, the Employee Reduced (ER) Tuition benefit – 90% reduced tuition up to \$12,000 per calendar year – is available to all full-time, benefits-eligible employees for classes that begin after their full-time, benefits-eligible hire date.

**Q. When I reach 3 years, is the \$12,000 annual limit waived automatically?**

A. No, each of the Educational Assistance plans has its own application in the myHR Self Service Portal. An application is required for each tuition benefit you wish to receive. If you are taking classes using the Employee Reduced (ER) Tuition benefit and reach your 3-year anniversary mid-calendar year, please submit an Enhanced Employee Reduced (EER) Tuition benefit application to receive the enhanced benefit for terms beginning on or after your anniversary date.

**Q. Is the Kellogg MBA Program eligible for the Enhanced Employee Reduced (EER) Tuition benefit?**

A. Yes, the Employee Reduced (ER) and Enhanced Employee Reduced (EER) Tuition benefit plans are available to all Northwestern schools and courses billed through Student Finance and CAESAR.

**Q. Are tuition benefits considered taxable income?**

A. Per the IRS, Employee Tuition benefits [Employee Reduced (ER), Enhanced Employee Reduced (EER), Employee Portable (EP), & Employee Certificate (EC)] above \$5,250 per calendar year are taxed as non-cash compensation. Dependent Tuition benefits [Dependent Reduced (DRU0/DRU1/DRU2) & Dependent Portable (DP0/DP1)] are not taxable benefits.

**Q. Can you tell me how the taxes will affect my paycheck?**

A. You may use the tax calculator on the [Tuition Benefits website](#), or you may consult your tax professional if you have questions about the impact of your tuition benefits on your tax liability.

**Q. When can I apply for the 2018 tuition benefits?**

A. The 2018 tuition benefit applications are available through myHR Self Service. For those attending Northwestern, only one application is needed each calendar year (unless your eligibility changes). For those attending schools other than Northwestern, please submit an application each quarter or semester by the appropriate deadlines.

**Q. Can I get a refund for previous tuition payments made at the lower benefit rate?**

A. The 2018 Tuition Benefit Enhancements are effective January 1, 2018 for courses starting on or after that date. Classes taken prior to the January 1, 2018 effective date are subject to the tuition benefit plans for the year in which they started. No refunds of 2017 tuition payments are available.

**Q. Will the new Enhanced Employee Reduced (EER) Tuition benefit be retroactive for my degree if I am accepted during my second year as a full-time, benefits-eligible employee?**

A. The Enhanced Employee Reduced (EER) Tuition benefit is not retroactive across a degree. You are eligible for the Enhanced Employee Reduced (EER) Tuition benefit if you are a full-time, benefits-eligible employee at Northwestern University, with at least 3 years of continuous, full-time service, earning less than \$100,000 annually before taxes, and are an actively working employee on the University payroll prior to the first day of the class for which you wish to receive the benefit. Courses taken prior to meeting eligibility for this benefit will not receive this benefit.

**Q. Does the tuition benefit change for FY18?**

A. Educational Assistance plans are administered on a calendar year basis to align with the tax year. All plan changes are effective January 1, 2018.

**Q. Why haven't I seen the Employee Reduced (ER) Tuition benefit applied to my student account?**

A. The reduced tuition benefit will be applied to your account typically within 5-10 business days from when the application was approved or when you enrolled in the course, whichever happens last. If it has already been longer than this, you may have reached the \$12,000 employee annual limit. You may contact Student Finance at [studentaccounts-ev@northwestern.edu](mailto:studentaccounts-ev@northwestern.edu) to inquire.

**Q. For the Enhanced Employee Reduced (EER) Tuition benefits, do I have to enroll in the course first or submit the tuition benefit application first?**

A. Please apply to the program of interest. Once you are admitted into the program, please submit a tuition benefit application for the applicable term. Enroll in classes when enrollment is available.

**Q. How do the new 2018 employee tuition benefit enhancements affect the Dependent tuition benefits?**

A. There are no changes to the Dependent Tuition Benefit plans for the 2018 calendar year.

Questions? Email [tuition-benefits@northwestern.edu](mailto:tuition-benefits@northwestern.edu) or call (847) 491-7513.