

Washington University Employee Tuition Assistance (ETA) Benefit FAQs

Below are some FAQs for employees taking graduate level Clinical Investigation or Applied Health Behavior Research classes. For full details on this benefit see <http://hr.wustl.edu/benefits/Pages/TuitionAssistance.aspx>.

Who manages this benefit?

Washington University (WU) Human Resources. Coordinator is Kim Olivastro at kolivastro@wustl.edu.

Who qualifies for this benefit?

Full-time WU staff and faculty who have worked at the University at least 1 year prior to the first day of classes. Residents, Fellows and Postdocs do not qualify.

What classes qualify?

Clinical Investigation (M17) and Applied Health Behavior Research (M88) classes that meet 4pm or later are eligible, or condensed classes (ex. Power & Sample Size, Bench Fundamentals). Electives taken in other programs may not be eligible. Confirm with the program offering the class or with WU Human Resources.

How do I apply for the benefit?

You must complete the appropriate Tuition Assistance Request Form (see <http://hr.wustl.edu/forms/Pages/default.aspx#tuition>) and submit it to your program coordinator one week BEFORE the first day of the semester.

What happens if I fail the class?

To receive this benefit a grade of D or better is required. In addition, employees must complete the course and have a grade of D or better posted w/in 60 days after the end of the semester or the benefit will be removed from your student account, and you will be responsible for covering the resulting tuition balance.

What happens if I drop a class?

When a class is dropped any time within the 100% refund period all charges are reversed and the benefit and any money paid by the employee will be refunded accordingly. If you drop a class after the 100% refund period the tuition benefit will be removed from your student account, and you will be responsible for covering the resulting tuition balance.

Does the benefit only cover tuition? Or can it cover books, fees, etc.?

This benefit only covers tuition. MSCI and AHBR classes are all graduate level courses. Graduate level tuition is covered at 50% of the tuition rate up to 7 credit hours per semester.

Is this a taxable benefit?

This benefit will be taxable only when you exceed \$5,250 of non-job-related assistance in a calendar year.

Can I add a class after the semester start and still qualify for this benefit?

Tuition request forms must be submitted to your program coordinator one week before first day of the semester, or the first day class if a course starts in the middle of the semester, in order for the course to be eligible for this benefit.