

### **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](mailto: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.