FAIRLEIGH DICKINSON UNIVERSITY

EMPLOYEE TUITION POLICY FOR DEPENDENTS OTHER THAN SPOUSE OR CHILDREN
(AS PER IRS REGULATIONS)
EFFECTIVE 9/1/03

ELIGIBILITY:
All Regular Full-Time Part-Time Faculty and Full-Time and Part-Time Non-Faculty Employees who have completed one (1) year of continuous service prior to the start of the academic year in which the grant is awarded are eligible to receive a Tuition Grant for dependents (as per IRS Regulations) who are enrolled as full-time students.

TUITION BENEFIT:
Grants may be applied to cover the cost of undergraduate and graduate credit courses that are offered by Fairleigh Dickinson University. Grants are not awarded for Continuing Education non-credit courses. Grants do not cover fees. ALL INSTITUTIONAL AID IS CAPPED AT THE COST OF TUITION.

SPECIAL PROVISION:
Dependents must be claimed on the employee’s Federal Income Tax Return for the year in which the grant is awarded.

A certified copy of the employee’s income tax return for the calendar year in which the dependent is being claimed must be presented to the Human Resources Department. Failure to do this will result in loss of this benefit. In order to protect employee’s privacy, only the top section of the 1040 tax return showing the certification number and the name(s) of dependents must be submitted. No other information contained on the tax return is necessary.

IRS Form 4506 is to be used to request a certified copy of the Income Tax Return. Forms may be obtained from the Human Resources Department.

HR/1/03