

Educational Plans for Benefits Eligible Cornell Employees

Part-Time Study (formerly Extramural Study) Benefit

- Eligibility: upon being hired into a benefits-eligible position
- up to 4 credits each semester
- does not have to be job-related
- supervisor's approval is necessary
- class time is considered time worked with supervisor's approval

<https://hr.cornell.edu/benefits-pay/education-benefits/extramural-study>

Employee Degree Program

- Eligibility: one year full time waiting period
- may enroll for up to 8 credits per semester, 2 semesters of more than 8 credits
- job-related or Cornell career related
- undergraduate is not taxable, graduate is taxable under Section 127 of the Internal Revenue Code (first \$5,250 in calendar year is not taxable)
- supervisor's approval is necessary
- class time is considered time worked
- Last piece of the process – EDP is funding source

<https://hr.cornell.edu/professional-development/continuing-education/employee-degree-program>

Tuition Aid Benefit

- Eligibility: one year full time or three years part time
- 4 credits per semester, 8 for the academic year
- Reimbursement rate is 80% of TC3's per credit hour. For the 2016/2017 academic year, the reimbursement rate is \$137.60/credit (maximum of \$550.40)
- Must be job-related
- Supervisor's approval is necessary

<https://hr.cornell.edu/professional-development/continuing-education/financial-assistance-tuition-aid>

Cornell Children's Tuition Scholarship (CCTS) Program

- Eligibility: Four years, full time service
- Employees hired prior to July 1, 1983 receive 100% of tuition, less administrative fees* (currently set at \$9,980 per year). After July 1, 1983, 50% of tuition and administrative fees. Outside schools receive 30% of their tuition and fees to a maximum of Cornell's endowed tuition
- Employees hired on or after July 1, 1985 have 10 semesters of undergraduate study or a bachelor's degree whichever comes first; graduate study is not available. Employees hired part time as of that date are not eligible.

<https://hr.cornell.edu/benefits-pay/education-benefits/ccts>

*administrative fee policy as established/amended by the Board of Trustees on July 12, 1972.

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- Eligibility: upon being hired into a benefits-eligible position
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<http://hr.cornell.edu/benefits/education/extramural.html>

FAQs:

(a) How soon after being hired, can I take a class?

An employee can enroll for a class upon being hired into a benefits-eligible position as long as their hire date is on or before the first day of classes. **(b) is there a time that I can enroll for more than 4 credits?** If a language class has a required lab or if you enroll for a chemistry, physics or biology class with a lab requirement, we can approve up to six credits.

(c) Will the credits enrolled for be accepted by a degree program at Cornell?

That is a decision of the college you apply to.

(d) How do I enroll for a class? Enrollment is done by paper and you must have the signature of your supervisor and the instructor before returning the completed form to Continuing Education. Please contact Continuing Education at 255-4987 for enrollment information.

(e) Can I use the Part-Time Study (formerly Extramural Study) and Tuition Aid benefit together? Yes, but you cannot receive reimbursement for more than 4 credits per semester.

(f) Can I get a degree by just taking part-time classes? No. The School of Continuing Education is not a degree-granting college.

(g) Do audited courses count towards the four credits? Yes, they do.

Employee Degree Program

- Eligibility: one year full time waiting period. Must be eligible on or before the first day of classes of the semester you are applying for

- may enroll for up to 8 credits per semester, 2 semesters of more than 8 credits
- job-related or Cornell career related
- undergraduate is not taxable, graduate is taxable under Section 127 of the Internal Revenue Code (first \$5,250 in calendar year is not taxable)
- supervisor's approval is necessary
- class time is considered time worked
- Last piece of the process – EDP is funding source

<http://hr.cornell.edu/benefits/education/edp.html>

FAQS:

(a) Will prior credits from another school transfer in to my Cornell degree? That is a decision of the college you apply to.

(b) How many credits will I be allowed to transfer to Cornell? Cornell will only accept a maximum of 60 credits towards an undergraduate degree. Graduate students need to check with the Graduate School regarding the acceptance of prior credits.

(c) I already have an undergraduate degree. Can I get another one? We have been told that Cornell will not confer a second undergraduate degree whether you received your first degree from Cornell or not. You may check with Student Services for confirmation.

(d) Do I have to reduce my work status to part time if I register for more than 8 credits? The EDP policy allows you to reduce your time to no less than 50% and maintain the benefit. You will need to check with the Graduate School as to their policy.

(e) Do I have to register for classes every semester? No, you do not but you do have to stay in touch with your college to let them know of your plans.

(f) Do I have to get my supervisor's permission to register for classes each semester? Yes. Although your supervisor has signed off giving you permission to be a part of the EDP, you must have his/her permission to register each semester as there may be job responsibilities that will need to take precedence over taking a class that semester.

(g) How long will I have to complete the degree? There is no timeframe for completion of a degree through the Employee Degree Program. You have an open-ended graduation date to complete the degree at your own pace. The only two programs that you must stay within the syllabus are the two MBA Programs in the Johnson.

(h) How do I know when I will be taxed on my graduate tuition? Each program has a semester tuition rate. The semester tuition is divided by 12 which provides the per credit rate for your program. You can multiply your credits by this rate and know when you will be taxed. Once you exceed the \$5250, you will receive an email alerting you to the fact that you have taxable income.

(i) How does the taxation work? You will be taxed on any amount over \$5,250 in a **calendar year**. The amount over \$5,250 will be sent to payroll who will withhold the taxes from your remaining paychecks during the semester in which you exceed the \$5,250. The two MBA Programs in the Johnson, withhold the taxable amount from the award, not the paycheck.

(j) Can I be a degree student and not use EDP? No. In order to get release time for classes, you have to be enrolled in the EDP.

(k) Is my department charged for my courses? Each benefits-eligible position pays a benefit rate on that position. These funds pay for the educational benefits.

(l) Do I have to take the GRE's? That is a decision of the Graduate School.

(m) Do I have to take the SAT's? That is a decision of the college you apply to.

(n) Is there a commitment clause that states I must stay for a certain amount of time upon completing a degree at Cornell? No.

Tuition Aid Benefit

- **Eligibility: one year full time or three years part time**
- **4 credits per semester, 8 for the academic year**
- **Reimbursement rate is 80% of TC3's per credit hour. For the 2013/2014 academic year, the reimbursement rate is \$121.60/credit (maximum of \$486.40)**
- **Must be job-related**

- Supervisor's approval is necessary

<http://hr.cornell.edu/benefits/education/tuitionaid.html>

FAQs:

(a) Why does my supervisor have to sign off on my courses when they are outside of the work schedule? A supervisor is attesting that the class is job-related in order to stay within the guidelines of the program.

(b) Do I have to take a class for credit? No. The Tuition Aid Program can provide partial reimbursement for workshops or certificate programs as long as they are job-related.

(c) Do I have to be in a degree program to use Tuition Aid? No. You may take classes without being a matriculated student.

(d) Will all degree programs be accepted? Coursework must be job-related. If you enroll in a degree program that is not job-related, we will review each class within the program to see if we can adapt it to your current position. Once the classes become specific to the degree program, we would not be able to approve those. This is the case in employee's who enroll in a paralegal program. We can approve many of the classes until the classes focus specifically on law.

(e) How much is the reimbursement rate? The rate is always based on 80% of TC3's per credit charge so it increases with each new academic year as the tuition rate at TC3 increases. We use the increased rate when the fall semester begins.

(f) How do I get reimbursed? Upon registering, you need to complete a Tuition Aid Application. Your supervisor, department head and dean will need to sign off on the form if you are a contract college employee. If you are an endowed employee, we will need your supervisor's signature and one other. Submit the completed form to Benefit Services. Once approved, you will receive an approved copy back. If you complete the class with a "C" or better, submit a copy of your grade report and tuition bill to Benefit Services. Once approved and sent to UBSC, you will receive a check through campus mail or to your home address.

(g) Can I use the Tuition Aid and Part-Time Study (formerly Extramural Study) together? Yes, but you can only receive reimbursement for up to 4 credits per semester.

(h) If I have forgotten to submit an application for a prior semester, can I do that? Yes, we accept applications once the semester has been completed as long as they are accompanied by the grade report and tuition bill.

Cornell Children's Tuition Scholarship (CCTS) Program

- Eligibility: Four years, full time service
- Employees hired prior to July 1, 1983 receive 100% off tuition, less administrative fees* (currently set at \$9,980 per year). After July 1, 1983, 50% of tuition and administrative fees. Outside schools receive 30% of their tuition and fees to a maximum of Cornell's endowed tuition
- Employees hired on or after July 1, 1985 have 10 semesters of undergraduate study or a bachelor's degree whichever comes first; graduate study is not available. Employees hired part time as of that date are not eligible.

https://www.hr.cornell.edu/benefits/education/ccts_faqs.html

FAQs:

(a) If I complete my four years in the middle of a semester, when do I become eligible? You will become eligible with the beginning of the next semester.

(b) Do each of my children get the benefit or do they share the semesters?

Each child is allowed the maximum benefit.

(c) How do I know if the benefit is taxable? Graduate CCTS is always taxable. Undergraduate CCTS is taxable if you do not provide more than 50% of the student's living expenses. If the employee is divorced or separated and either of the parents can pass the support test or together they can pass the support test, the CCTS award is non-taxable.

(d) Can the check be sent to the employee? No. the check must be sent to the student's school and then the school will reimburse the parent.

(e) Can I apply for retroactive payments for prior semesters? If you are requesting a retroactive payment to a school other than Cornell, you will need to contact the school and ask if they will accept a retroactive payment. Some schools will not. If they will not, CCTS will not be able to provide reimbursement for that semester.

(f) Do I have to submit an application each semester? No. An application is submitted at the beginning of each new academic year. That application is for the entire academic year. If changes are necessary after the application has been submitted, you should notify Benefit Services and we will edit the original application.

(g) What do I do with the attachment once I get the approval email? You will need to keep the email or save the attachment to your desktop as you will need to download the attachment for each semester in which you want to receive reimbursement.

(h) Can graduate CCTS be done at any school? No. Graduate CCTS can only be done at Cornell.

(i) Is the Weill Medical College part of the CCTS reimbursement? Yes. Employees hired prior to July 1, 1985 are eligible for their children to attend Weill Medical College using graduate CCTS.

(j) Once I submit the certification, how long does it take for the school to receive the money? We try and process certifications within a week's time of receiving them. Then they are sent to UBSC for processing and to an outside company for check cutting. You should allow 4 – 6 weeks from the time the payment is sent to UBSC before the school will receive it. You will receive an email once it has been sent to UBSC.

(k) The school will assess late charges if the payment is not received by a certain date. Keep in mind that the CCTS award is a reimbursement award, not a prepayment. The school may require you to pay full tuition and will reimburse you once they receive the CCTS funds.

(l) What about summer school? (refer these questions to Aubrey or me).

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