

2024 Tuition Assistance Policy

The Tuition Assistance Policy is a benefit designed to help Education At Work (EAW) student-employees complete their education and foster academic and professional development.

Eligibility for Tuition Assistance

To be eligible for Tuition Assistance, applicants must meet the following conditions:

- Applicants must work at least twenty hours per week for eight weeks for EAW.
- Applicants must be in good standing and comply with the Time & Attendance Policy.
- Applicants must not be on corrective action or performance improvement plans.
- Applicants must be an active student-employee of EAW or have an approved leave of absence (LOA) when TA disbursement is processed.

Qualifying Educational Expenses

Eligible expenses include tuition, fees, course materials and textbooks.

Tuition Assistance Limits & Payouts

The organization will reimburse up to a maximum annual amount of \$5,250, as a tax-free benefit limit set by the United States Internal Revenue Service (IRS) [LINK](#), for qualifying educational expenses.

Eligible applicants will receive Tuition Assistance based on continuous tenure without interruption in employment status. If a student-employee is re-hired the tenure resets.

The tenure calculation is calculated as follows:

- 0-6 Months: \$38.50 per qualifying week
- 6-9 Months: \$55.00 per qualifying week
- 9-12 Months: \$82.50 per qualifying week
- 12+ Months: \$110.00 per qualifying week

Application Process

Applications for Tuition Assistance must be submitted online through the EAW Tuition Assistance portal: <https://assistance.edatwork.com>.

After login, student-employees can complete an application and upload the required and relevant invoices.

Tuition Assistance applications will be accepted on a rolling basis every month. Applications will be accepted monthly.

Reimbursement Process

Tuition Assistance applications from any given month are typically processed during the first week of the following month. This timing ensures the successful dispersal of funds to the educational institution. Approved funds are sent directly to the educational institution. Any denied applications will receive an explanation for denial and guidance for the application resubmission process.

Modifications and Exceptions

The organization reserves the right to modify, suspend, or terminate this policy.

Contact Information

We are here to help. If you have questions, please contact us at tuition.assistance@educationatwork.org

Additional Information

Additional references for employer-provided educational assistance

- Chapter 11 of IRS Publication 970, Tax Benefits for Education. Information concerning the business deduction for work-related education.
- Chapter 12 of IRS Publication 970 and information about tax benefits for work-related education
- Chapter 27 of IRS Publication 17, Your Federal Income Tax. See also “Working Condition Benefits” in
- Chapter 2 of IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits.
- The statutory language appears in the Internal Revenue Code at 26 USC 127 and 26 USC 132(a)(3) and (d). The current regulations are at 26 CFR 1.127-1, 26 CFR 1.127-2 and 26 CFR 1.162-5.