

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 a total of eight weeks for EAW.
- Applicants must be in good standing and comply with the Time & Attendance Policy.
- Applicants must not be on written corrective action for attendance or performance, or a performance improvement plan.
- 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.

Accrual

Accrual is based on qualified weeks. Qualified weeks is defined as weeks where a student has 20 or more worked hours Monday through Sunday. The accrual period is January through November. No funds are accrued in December.

Discover, Fidelity, & First Financial Students

Tuition Assistance Limits & Payouts

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

Discover, Fidelity, & First Financial Students Con't

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 monthly.

Intuit Students

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. Ending the 2024/2025 season and starting the 2025/2026 season count as continuous tenure. If a student-employee leaves before the end of one season and is re-hired in another season, the tenure resets.

The tenure calculation is calculated as follows:

- 0-3 Months: \$78.00 per qualifying week
- 3-4 Months: \$110.00 per qualifying week
- 4-6 Months: \$165.00 per qualifying week
- 6+ Months: \$220.00 per qualifying week

Intuit Students Con't

Application Process

Applications for Tuition Assistance must be submitted online through the EAW Tuition Assistance portal: <https://forms.microsoft.com/r/RA5Bz7K2ue>.

Intuit student-employees can complete an application and upload the required and relevant invoices.

Tuition Assistance applications will be accepted monthly.

All Students

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.

All funds accrued during a calendar year must be paid out in that calendar year. 2024 applications are being accepted until 12/8/2024. Any funds not applied for by this date will be forfeited.

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.