

**Tufts University**  
**Tuition Program Taxation Guidelines for Classes Taken at Tufts**

Who is Covered	What Tufts Provides	Comments
<p><b>Benefits Eligible Employee</b></p> <p>You are an eligible employee if, as of the first day of the semester, you have been continuously employed as a benefits eligible employee for at least three months as of the first day of the semester and are in one of the following employee classifications:</p> <ul style="list-style-type: none"> <li>✓ Exempt or Non-Exempt Employee regularly scheduled to work 17.5 hours or more a week; or</li> <li>✓ Faculty Member with at least a half time, two-semester appointment. (Half time generally means a regularly scheduled teaching load of at least three courses per academic year.)</li> </ul>	<p><b>Full Time Eligible Faculty or Staff:</b> Two courses per semester; graduate or undergraduate taken at Tufts University.</p> <p><b>Half Time Eligible Faculty or Part Time Staff:</b> One course per semester; graduate or undergraduate taken at Tufts University.</p>	<p>Undergraduate courses for employees are excluded from Federal and State taxes under IRC §117(d).</p> <p>Graduate courses for employees are excluded from Federal and State taxes if the course is considered job related under IRC §132(f). (See definition below).</p> <p>Non Job Related Graduate courses for employees are 100% State taxable.</p> <p>Non Job Related Graduate courses for employees are excluded from Federal taxes up to \$5,250.00 per calendar year.</p> <p>Education or training must be job related in order to be excluded from the employee's income under §132.</p> <p><u>Expenses are job related if the education is necessary to:</u></p> <ul style="list-style-type: none"> <li>• Maintain or improve skills required in employees job</li> <li>• Meet express requirements of the employer or the requirements of law imposed as a condition to retaining job status or employment</li> </ul> <p><u>Expenses are not job related if the education:</u></p> <ul style="list-style-type: none"> <li>• Is needed to meet minimum requirements of employee's present or intended job</li> <li>• Is undertaken to fulfill general education aspirations or [is part of a program of study that will qualify you for a new trade or business]</li> </ul>
<p><b>Spouse or Same Sex Domestic Partner</b> of an eligible employee, as defined above.</p>	<p><b>Spouses/Domestic Partner:</b> One course per semester; graduate or undergraduate taken at Tufts University</p>	<p>All courses for same sex domestic partners are 100% Federal and State taxable to the employee.</p> <p>Undergraduate courses for spouses are excluded from Federal and State taxes under IRC §117(d).</p> <p>Graduate courses for spouses are taxable to the employee.</p>
<p>Dependent Child(ren) of a full time benefits eligible employee (as described above) and the dependent child(ren) of the employee's spouse or qualified same sex domestic partner are eligible to receive tuition remission benefit, so long as the employee has been:</p> <ul style="list-style-type: none"> <li>✓ Employed for at least five (5) consecutive years as a full time benefits eligible employee at the beginning of the semester the employee is applying for benefits.</li> </ul>	<p><b>Dependent Children:</b> four years of undergraduate study in a program at Tufts University. No graduate courses allowed.</p>	<p>Undergraduate courses for dependent children of same sex domestic partners are Federal and State taxable to the employee.</p> <p>Undergraduate courses for dependent children of benefits eligible employees (and their spouses dependent children) are excluded from Federal and State taxes under IRC §117(d)</p>