

# Terms and Conditions of USNH Tuition Benefit Plan

## Spouse and Dependent Children

### Credit Courses

#### **Family Benefits** (spouse and dependent children):

An employee must be employed in a benefits eligible position for one (1) year on or before the first day of classes in the semester for which application is made for their spouse and/or dependents. Enrollment includes any of the regular credit courses in which the student remains fully registered at their home institution, offered by UNH, UNH Manchester, UNH School of Law, KSC or PSU, at one-half the tuition rate charged in-state residents. UNH School of Law students need to be admitted and matriculated. The Tuition Benefit policy applies to official student exchange programs (has a USNH course identifier, and the tuition is paid to a USNH entity), in which the student remains fully registered at their home institution and also covers administrative fees paid by students in the junior year abroad program. Children are considered dependent if, at time of class registration, they are unmarried, have not reached age 24, and are dependent on the employee for more than half of their financial support. Upon request, an employee will be required to provide verification of eligibility for their spouse and/or dependent.

This benefit is not cumulative: If both the employee and the spouse are employed by USNH, dependent children are still required to pay one-half of the current in-state tuition.

Children of a deceased employee who, at time of their death, were either a tenured faculty member or had been employed in a status position for at least one (1) year are entitled to the tuition benefit, if at the time of class registration, they are unmarried and have not reached age 24.

#### **Taxation:**

USNH will comply with all state and federal laws regarding the taxation of tuition benefits. Graduate level tuition benefits for spouses and/or dependents are subject to taxation through the employee's payroll check (required taxes are withheld).

#### **Termination:**

An employee who terminates employment while using the tuition benefit will be responsible for a pro-rated portion of the amount of the tuition based on their last date of employment.

### Non-Credit Courses

The employee's spouse and/or dependents are not eligible for the non-credit tuition benefit.