



Tuition Remission Benefit Guide





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Need more information?

Please visit the [Education Benefits](#) page or email the Benefits team at usdbenefits@sandiego.edu. You can also review Policy 3.11.2 for complete program details.



What Is Tuition Remission?

Tuition Remission is a benefit that waives 100% of the tuition costs for eligible USD programs taken by full-time, regular, benefit-based employees, their spouses or registered domestic partners, and their eligible dependent children. Eligible individuals may use the benefit for one undergraduate or one graduate degree. Eligibility for the Tuition Remission program does not guarantee admission to USD. All students must meet the USD admission requirements in order to be admitted to any undergraduate or graduate programs.

Please note that the Tuition Remission benefit is for tuition only. Application fees, student body fees, parking fees, housing fees, and any other fees assessed to all students are not covered by Tuition Remission and are the responsibility of the employee and/or eligible dependent. Employees are not assessed the student body fee.

Who Is Eligible?

Employees

Employees are eligible to use Tuition Remission on the first day of the Fall or Spring semester that is closest to their one-year anniversary in a full-time, regular (not temporary), benefit-based position.

Spouses and Domestic Partners

An eligible employee's spouse or registered domestic partner can begin using Tuition Remission on the first day of the Fall or Spring semester that is closest to the employee's two-year anniversary in a full-time, regular (not temporary), benefit-based position.

Dependent Children & Children of Domestic Partners

An eligible employee's dependent children and children of domestic partners under age 25 can begin using Tuition Remission on the first day of the Fall or Spring semester that is closest to the employee's two-year anniversary in a full-time, regular (not temporary), benefit-based position.

Dependent Children of Retirees

Dependent children (under age 25) of retirees are eligible for Tuition Remission courses leading to an undergraduate degree if the retired employee had at least 15 years of service in a full-time, regular (not temporary), benefit-based position and was at least age 65 when they retired.

ROTC Instructors

ROTC INSTRUCTORS are eligible upon employment.

The Tuition Remission benefit is not a contract between University of San Diego and its employees or retired employees. The University reserves the right to reduce or terminate the benefit at any time, and such changes or elimination of Tuition Remission may affect those who have previously received the benefit. No employee or former employee shall have any vested right to benefits. Refer to Policy 3.11.2 for complete program details.

2023-2024 Eligible & Ineligible Programs

Eligible Programs

Bachelor's Degree Programs

Master's Degree Programs in Knauss School of Business (except MSEL)

Master's Degree Programs in College of Arts and Sciences (except MFA)

School of Leadership and Education Sciences (SOLES)

- Global Study (USD programs only)
- MA Programs
- MEd Programs (except Online MEd)
- PhD in Leadership Studies
- Teaching Credential
- PhD or EdS in Education for Social Justice

Master's Degree Programs in Joan B. Kroc School of Peace Studies

School of Law Programs

Law Foreign Programs

Hahn School of Nursing and Health Science Programs (except Online MSHCI)

Undergraduate Double Degree Programs and USD Exchange Programs with Partner Institutions
(including USD Madrid Program)

USD Faculty-Led Short-Term Program – Summer and Intersession (tuition only)

Affiliated Study Abroad Programs – May be partially eligible; see Study Abroad Office
(student must pay program fee to Partner Institution)

Master of Science in Cyber Security Engineering (Shiley-Marcos School of Engineering)

Ineligible Programs

Continuing Education Courses/Programs* including Open Campus courses (Non-USD students eligible for Tuition Remission must apply for Special Student status through UG Admissions)

Summer Camps

Master of Science in Executive Leadership (MSEL)* in Knauss School of Business

Test Preparation Programs

Paralegal Programs

Online Master of Science in Health Care Informatics (Hahn School of Nursing and Health Science)

Online Master's Degree (MEd)

Certificate Programs (unless completed as a by-product of an eligible degree program)

Online Master of Science in Law Enforcement and Public Safety Leadership (MS-LEPSL)

Master of Science in Cyber Security Operations & Leadership (Professional and Continuing Education)

Franciscan School of Theology courses/programs may be partially eligible
(student must pay program fee to FST)

Dual Degree Programs (e.g. MBA/JD) – Tuition Remission covers the cost of ONE eligible degree only

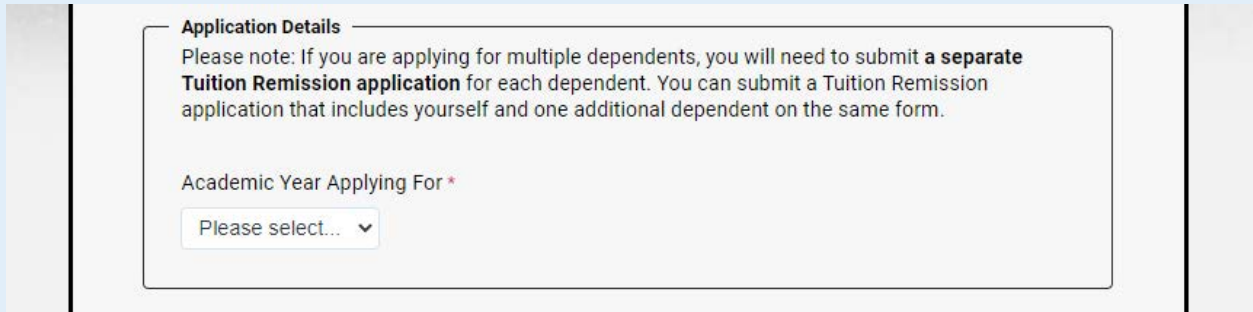
**These programs may offer employee discounts; contact the department directly for more information.*

The Application Process

How to apply using the Tuition Remission e-form:

1. Go to <https://usd.tfaforms.net/218880> and log in using your USDOne credentials. You will be directed to the Tuition Remission e-form.

Select the academic year you're applying for from the drop-down menu and indicate whether you're applying for yourself, an eligible dependent, or both yourself and an eligible dependent.



Application Details

Please note: If you are applying for multiple dependents, you will need to submit a **separate Tuition Remission application** for each dependent. You can submit a Tuition Remission application that includes yourself and one additional dependent on the same form.

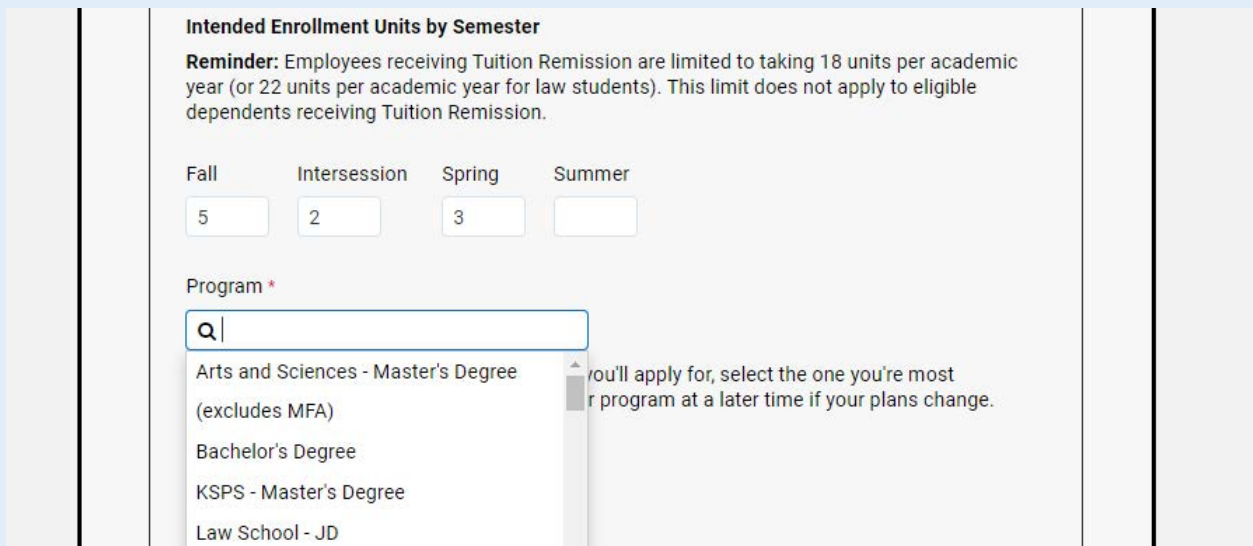
Academic Year Applying For *

Please select... ▾

Important note: If you are applying for multiple dependents, you must complete a separate e-form for EACH dependent. You can apply for yourself and ONE eligible dependent on the same application.

In order to verify your dependent's eligibility for Tuition Remission, they **must** be listed in your Workday profile. If you need to add your dependent, please log into [Workday](#) using your USDOne credentials. On your Workday home page, click "View All Apps," select the Benefits icon, then click "Dependents" under the Change menu on the next screen and add your dependent's information. You will need to upload proof of dependent eligibility (e.g. marriage or birth certificate) in Workday when adding your dependent. Contact usdbenefits@sandiego.edu if you have questions or need assistance.

2. **If applying for yourself:** Enter the number of units you will take for each term in the academic year (if you're not sure, please estimate the number of units) and choose the appropriate degree program from the menu.



Intended Enrollment Units by Semester

Reminder: Employees receiving Tuition Remission are limited to taking 18 units per academic year (or 22 units per academic year for law students). This limit does not apply to eligible dependents receiving Tuition Remission.

Fall	Intersession	Spring	Summer
<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text"/>

Program *

- Arts and Sciences - Master's Degree (excludes MFA)
- Bachelor's Degree
- KSPS - Master's Degree
- Law School - JD

you'll apply for, select the one you're most interested in. You can change your program at a later time if your plans change.

3. **If applying for an eligible dependent:** You will need to enter their information in the e-form and indicate if they have a USD ID (Banner) Number. If they do not have a USD ID, please enter the email address they used or will be using to apply for admission to USD. Enter the number of units per term and degree program for the dependent.

Dependent Type *

First Name * Last Name *

Dependent Date of Birth *

Does your dependent have a USD ID Number (9 digit Banner ID)? *

Please enter the email address your dependent will use when applying to USD *

Intended Enrollment Units by Semester

Fall	Intersession	Spring	Summer
<input type="text" value="12"/>	<input type="text" value="4"/>	<input type="text" value="12"/>	<input type="text"/>

Program *

Bachelor's Degree your dependent will apply for, select the one they are most interested in at this time. You can update their program at a later time if their plans change.

4. Answer "Yes" or "No" to the required questions:

Please note: If you're unsure which program you'll apply for, select the one you're most interested in at this time. You can update your program at a later time if your plans change.

Study Abroad? *
 Yes
 No

Currently receiving tuition remission? *
 Yes
 No

Received tuition remission for a previous USD degree? *
 Yes
 No

Completed an Undergraduate Degree? *
 Yes
 No

If you answer no to any of the IRS dependent questions below, please contact usdbenefits@sandiego.edu.

Is child IRS dependent current tax year? *

Yes

No

Is child IRS dependent last tax year? *

Yes

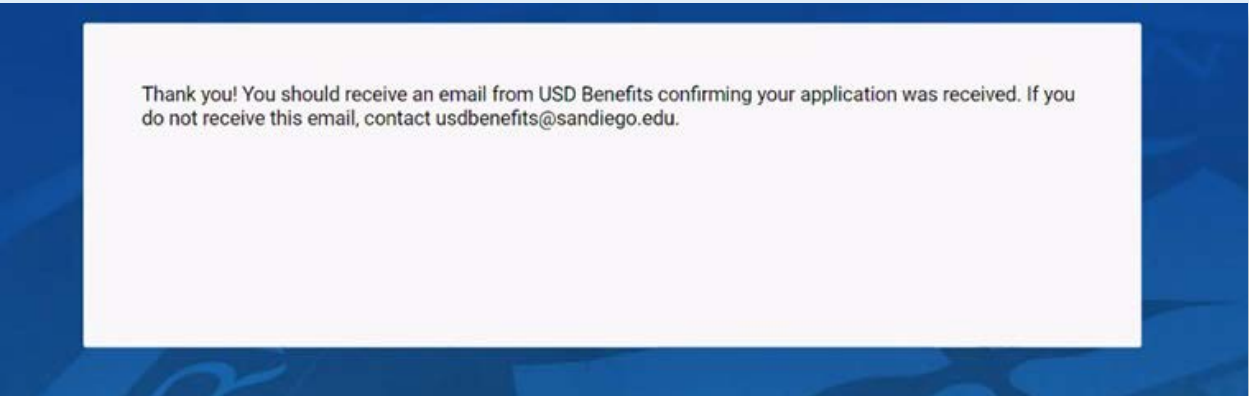
No

Is child IRS dependent tax year before last? *

Yes

No

5. If you're applying for a child, there will be additional questions to answer regarding tax dependent status. **If your child is not a tax dependent, please contact usdbenefits@sandiego.edu.**
6. Once you have completed the application, you will sign and date your Tuition Remission e-form and click "Submit."
7. You will receive a submission confirmation:



You will also receive an email from the USD Benefits team confirming your application was received. If you submitted multiple applications, you will receive a confirmation email for each application.

After your application is received, the USD Benefits team will review it to confirm you meet the eligibility requirements to apply for Tuition Remission. You will receive a follow up email from USD Benefits indicating whether you are eligible/ineligible to apply for Tuition Remission.

Important note: If you receive an email that you're eligible for the Tuition Remission benefit, **it does NOT guarantee you will be approved for the benefit.** Once all applications have been reviewed and the operating budget has been determined, USD Benefits will notify employees via email (typically in late April) if they have been approved to use the Tuition Remission benefit.

Financial Aid & Taxation

Tuition Remission must be coordinated with any state, federal, or merit based financial aid (including USD Achievement/Merit awards). You must meet all applicable Financial Aid deadlines in order to be eligible for the Tuition Remission benefit.

Please note that USD Merit/Achievement awards cannot be used for other expenses (such as Room & Board) when a student is awarded both a Merit/Achievement scholarship and Tuition Remission.

Financial Aid Questionnaire

A Financial Aid Questionnaire must be completed for students applying to use Tuition Remission for an undergraduate degree (it is not required for graduate degrees). The Financial Aid Questionnaire is available online [here](#) (you will need to log in with your USDOne credentials). The Benefits team cannot determine your eligibility for Tuition Remission for an undergraduate degree until the Financial Aid form has been completed.

The following chart gives a general indication of the relationship between family size and total family income* (both taxable and non-taxable) considered in determining a student's eligibility for need-based aid. In addition, families with unusual circumstances, a significant number of family members in college, unusually low assets, etc. may also qualify for need-based funds.

Eligibility for Need-Based Financial Aid	
Family Size	Income Maximum
Six or more	\$145,200
Five	\$134,600
Four	\$125,600
Three	\$115,600
Two	\$112,900

**Figures are subject to change.*

If the employee's family size and income fall within the levels on the chart above, the student must file for financial aid by completing the FAFSA form. If the student qualifies for financial aid (including the Cal Grant), their financial aid will be coordinated with Tuition Remission benefits. **Failure to file a FAFSA form when required may result in a loss of eligibility.**

Taxation

The taxation of this benefit is determined by the Internal Revenue Service Code. You are responsible for the amount of tuition that is subject to Federal and State income tax, Social Security tax, and California Disability Insurance tax.

EMPLOYEES: The tuition for undergraduate degree courses is not taxable income unless you have previously earned an undergraduate degree at USD or any other four-year college or university. Tuition for graduate level courses or a second undergraduate degree is taxed after the tuition exceeds \$5,250 in value. Any amount over \$5,250 is imputed income to the employee.

DEPENDENTS: The tuition for dependents who do not meet the eligibility requirement under IRS regulations and/or tuition for all graduate courses is reported as imputed income to the employee.

NROTC: NROTC instructors will receive a 1099 at the end of the tax year.

If you have questions about the taxation of Tuition Remission, please contact payroll@sandiego.edu.

Frequently Asked Questions

Are Study Abroad Programs Covered by Tuition Remission?

Study Abroad courses for academic credit are eligible for Tuition Remission if USD is the credit-granting institution, USD is directly administering the program, and USD retains all tuition generated by the program. For information on specific Study Abroad programs that are eligible for Tuition Remission, please visit the [Study Abroad](#) website and click on "Policies."

Is there a limit on the number of units someone can take using Tuition Remission during the Academic Year?

Employees are limited to taking 18 units per academic year using Tuition Remission (or 22 units for law school students), including Intersession and Summer courses. Eligible dependents using Tuition Remission are not subject to these limits. Employees who need to request additional units must submit an appeal request to Human Resources.

Please contact usdbenefits@sandiego.edu if you have any questions about the appeal process and/or what is required to submit an appeal request. The use of the Tuition Remission benefit cannot interfere with an employee's job responsibilities.

Can Tuition Remission be used for Intersession and Summer courses?

Tuition Remission for Intersession and Summer Courses can be used on a space-available basis, and students who wish to use the benefit must wait until the first day of class to register (students participating in USD faculty-led summer or intersession courses will be registered by their respective unit). Tuition Remission for Summer/Intersession courses will only be granted prior to the first day of class if the student has petitioned to graduate or is enrolling in eligible Study Abroad classes. Please note that students may only take 4 units in a 3-week class, or 7 units in a 6-week class (4 units during Intersession, 13 units during Summer).

Does Tuition Remission cover any costs other than tuition?

The benefit is for tuition only. Application fees, student body fees, parking fees, housing fees, and any other fees assessed to all students are not covered by Tuition Remission and are the responsibility of the employee and/or eligible dependent. Employees are not assessed the student body fee.

When is the deadline to apply for Tuition Remission?

The deadline to apply for Tuition Remission benefits is February 28 each year for the following academic year. Employees or eligible family members using Tuition Remission must meet all applicable terms and conditions for enrollment, such as entrance requirements, admission procedures and deadlines, good academic standing, and payment of application fees.

Do all eligible employees receive Tuition Remission if they apply by the deadline?

The annual cost of the Tuition Remission policy may not exceed 1% of the university's operating budget. USD reserves the right to deny Tuition Remission to an otherwise eligible employee if the amount spent in implementing the Tuition Remission policy exceeds 1% of the university's operating budget. Courses taken on a space-available basis in Intersession and Summer are not counted in computing the 1% limit.

In years where the cost will exceed the 1% limit, those who applied by the deadline will be given priority in the following order:

1. Continuing students who are already using the Tuition Remission benefit;
2. New students who are dependent children of employees;
3. New students who are employees; and
4. New students who are spouses or registered domestic partners of employees.

If it is necessary to prioritize within a category, this will be done based on an employee's years of service. Beyond that, Tuition Remission will be granted where there is space available in the program for that academic year. Please review Policy 3.11.2 for additional information.

What if I need to change the number of units I am taking during a term?

If enrollment plans change, the student will need to complete a Change of Status e-form via the MySanDiego portal (you can find the form [here](#) under "Forms & Links") so that any applicable revisions can be made to your Tuition Remission award amount(s).

I was in a Temporary position and have just moved into a Full-time, Regular, Benefit-based position at USD. When am I eligible for Tuition Remission?

Employees are eligible to use Tuition Remission on the first day of the Fall or Spring semester that is closest to their one-year anniversary in a full-time, regular, benefit-based position. Any time worked in temporary and/or non-benefit based roles does not count toward the one-year waiting period.

An eligible employee's spouse/domestic partner and/or dependent children/children of domestic partners under age 25 can begin using Tuition Remission on the first day of the Fall or Spring semester that is closest to the employee's two-year anniversary in a full-time, regular, benefit-based position. Any time worked in temporary and/or non-benefit based roles does not count toward the two-year waiting period.

Contact usdbenefits@sandiego.edu or review Policy 3.11.2 for more information regarding eligibility.

What happens if I end my employment with USD while using the Tuition Remission benefit?

Tuition Remission usually ends on your last day of employment, and you will be responsible for paying back any applicable tuition for the remainder of the semester on a pro-rated basis. Payroll will tax on the remainder of the taxable tuition.

