**Educational Benefits – Masters of Professional Study (MPS) – Online Programs**

**L.** Educational benefits under this section are available to:
   1. Full-time staff who have completed two years of continuous full-time employment, and
   2. Full-time faculty employed for at least one three-year contract.
   3. Spouse, domestic partner or child of either of the above

**M.** Qualified individuals who are accepted through the normal admissions process are entitled to full tuition remission in either of the following two programs.

   1. MPS in the Business of Art and Design
   2. MPS in Information Visualization

**N.** For any given academic year, educational benefits under this section:

   1. are not available if tuition remission benefits are received by an employee or member of his or her family under Sections A., B. or G. above, and

   2. are limited to one person per family.

**O.** This benefit is available to up to two employees per year, per program.

   1. If more than two qualifying employees apply for and are accepted into a program, the benefit will be provided to the employee(s) with the longer continuous employment at MICA.

**P.** Financial Aid

   1. Individuals accepting this benefit are not eligible for MICA funded financial aid otherwise available for these programs.

**Q.** Tax Implications

   1. Based on federal and state tax laws, tuition remission benefits for graduate level courses are generally subject to federal and state income taxes, social security taxes and Medicare taxes.

   2. Federal tax rules also permit colleges to provide up to $5,250 in tax free benefits to employees for educational assistance each calendar year. (Disclaimer: this tax benefit may not be available after December 31, 2012)

   3. The value of tuition remission benefits received directly by an employee exceeding $5,250 in a calendar year will be reported as taxable income on employee W-2 forms at year end. (Disclaimer: this tax benefit may not be available after December 31, 2012)

   4. The value of tuition remission benefits received by an employee’s family member in a calendar year will be reported in its entirety as taxable income on employee W-2 forms at year end.

   5. Taxes on the income attributable to tuition remission generally will need to be withheld on a pro-rated basis from employees’ biweekly paychecks.

**R.** All fees are the responsibility of the employee and must be fully paid in order to receive the tuition remission benefit.

**S.** Employees using the educational benefits provided under Section M. are required to use Annual Leave or Leave without Pay if time is needed during their normal work hours for work or study related to the program, subject to their Supervisor’s advance approval.