

Tuition Remission Guidelines

On-Campus Tuition Remission is given to those who are attending classes for credit at Pace University. On-Campus Tuition Remission covers only the tuition. All other charges including lab fees, late charges or activities fees are not included. Attendance in classes will not be allowed during scheduled work hours including during one's lunch period.

- Regular Status Full-Time Employees (100%)
- Regular Status Part-Time Employees (50% or more)

As a reminder, the University provides two options for employees to evenly spread their taxable tuition remission:

- Twenty-two pay periods = February 15 through December 31.
- The semester in which you and your dependents are enrolled.

Semester Enrolled	Pay Periods Graduate Tax Will Be Effective
Winter/Spring	February 15–May 15
Summer I/II and May/August Intercession	June 15–August 31
Fall	September 15–December 31

Tuition Tax Liability:

Please submit the attached Graduate Tuition Remission Tax Liability Form (payroll@pace.edu) to indicate the option you are choosing. You are permitted to include credits for courses you plan on taking (but have not yet registered for).

For the Winter Intercession, Spring semester, and all estimated credits provided, the taxable tuition will begin February 15.

- Graduate Tax Liability Forms received after January 31 will be processed on the next available pay date.
 - Over the calendar year, the Payroll department will perform three periodic reconciliations to coincide with the semesters.
 - **If there are any rate changes made within the tax year, adjustments will be made when Payroll performs a reconciliation.**
- Visit the Payroll site (payroll.pace.edu) “Graduate Tuition Remission” for helpful Graduate Tuition Remission examples.
 - Refer to the attached Graduate Tuition Remission FAQs, for additional information.