PLEASE SHARE THIS INFORMATION WITH THOSE IN YOUR AREA WHO DO NOT HAVE ACCESS TO E-MAIL.

I am writing with a few updates and reminders about RIT’s Tuition Waiver benefit for regular employees as follows:

1. Modification of the maximum credit hours per term for regular employees (to reflect change to semesters)
2. Reminder about changes for eligible family members (from cost containment initiative)
3. Reminder to complete a form if you have a family member attending RIT in the Fall, 2013

(Information about Tuition Waiver for Adjunct Employees can be found here.)

Modification in Maximum Credit Hours for Regular Employees
Beginning with the Fall 2013 semester, the maximum credit hours per term for regular employees is being modified as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Current</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>11¾</td>
<td>12</td>
</tr>
<tr>
<td>Extended Part-Time</td>
<td>8¾</td>
<td>9</td>
</tr>
<tr>
<td>Part-Time</td>
<td>5¾</td>
<td>6</td>
</tr>
</tbody>
</table>

Reminder About New Lifetime Maximum for Eligible Family Members
As you may have read in Dr. Destler’s February 20, 2013 note, there will be a lifetime maximum of 145 credit hours of undergraduate Tuition Waiver benefits for each eligible family member who attends RIT after the 2013 Spring quarter. Within the 145 credit hours, students may use up to 30 credit hours for non-degree seeking (non-matriculated) course work. If a family member was enrolled in a degree-seeking program (i.e., matriculated) in the 2013 Spring quarter, the new credit hour maximums would not apply for the coursework in the degree-seeking program.

For more details on the lifetime maximum for family members, click here to read Dr. Destler’s note and click here to review the Frequently Asked Questions (FAQs).

The Tuition Waiver summary on the RIT website has been updated for these changes.

Reminder - Complete Tuition Waiver Form for Eligible Family Members Attending RIT in the Fall
Will your spouse/partner and/or child be attending RIT during the upcoming 2013-2014 academic year? If so, you need to complete a Tuition Waiver Form – Family Member Information. Please remember that you only need to complete this form once each academic year (fall through summer). Click here for the form, which is located on the forms page of the HR website.

Print out and complete the form, sign it, and send it to the Human Resources Department, 5th floor of George Eastman Hall. Please be sure to indicate that the form is for the 2013-2014 academic year and whether or not your child is your tax dependent. Please be sure to send the form no later than June 15, 2013 to ensure the Waiver is posted to the student account prior to the Fall Semester billing cycle.
PLEASE NOTE: The Waiver form will not be processed until you provide additional documentation, if necessary. Click here for more information.

Special note about taxes: If you are providing this benefit for your domestic partner who is not your tax dependent, your same gender spouse, a child who is not your tax dependent, or if the class you or your family member takes is a graduate class, then this benefit is subject to tax (not subject to state tax for a same gender spouse). Click here for detailed information about taxes on Tuition Waiver, including information on when an employee’s graduate class is not subject to tax. Employees taking graduate classes must complete a Job Related Verification Form and submit to Human Resources by the Drop/Add date. You can obtain this form on the HR website.

If you have any questions, feel free to contact your benefits representative in the Human Resources Department based on the first letter of your last name as follows:

<table>
<thead>
<tr>
<th>YOUR LAST NAME</th>
<th>CONTACT</th>
<th>TELEPHONE</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-L</td>
<td>Valerie Liegey</td>
<td>(585) 475-5346</td>
<td><a href="mailto:valpsn@rit.edu">valpsn@rit.edu</a></td>
</tr>
<tr>
<td>M-Z</td>
<td>Brett Lagoe</td>
<td>(585) 475-5983</td>
<td><a href="mailto:blpsn@rit.edu">blpsn@rit.edu</a></td>
</tr>
</tbody>
</table>

Judy

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