

## Tuition Rebate

Once payroll receives notification of a taxable tuition rebate, the amount of the tuition rebate is divided and applied to the remaining pays in the term. The calculation of the additional taxes is determined by what the individual employee is claiming for exemptions and what pre-tax deductions that individual employee has. There is not a flat rate used for calculation. That is why it is important that the tuition rebate form be completed before the term begins so that it can be spread out over the entire term.

### Example:

#### Spring Term:

Monthly would be 5 pays, biweekly would be 9 pays.

#### Summer Term:

Monthly would be 3 pays, biweekly would be 6 pays.

#### Fall Term:

Monthly would be 4 pays, biweekly would be 9 pays.

Tuition rebate is not applied until the start of the each term.

Forms are available at: [www.drake.edu/blueview](http://www.drake.edu/blueview) -- Employee Tab