

HOOD COLLEGE EDUCATIONAL BENEFITS FOR EMPLOYEES SUMMARY OF BENEFITS

A summary of the Hood College Educational Benefit (the "Benefit") and certain tax implications follows. The Benefit applies to tuition only; it does not apply to fees, supplemental costs, class and lab fees, books, room and board, or other incidental expenses incurred by the employee or any student receiving the Benefit by virtue of the employee's employment with Hood College. See Hood College Staff Manual, Section 723.3, Guidelines, paragraph 1. The amount of the Benefit for any given employee shall be equal to the educational costs that would otherwise be incurred by the employee at the College (for himself or herself, or for any category of individual listed below), multiplied by a percentage that is equal to the employee's full-time equivalency percentage.

Payment of all fees not covered by the Benefit is subject to Hood College's payment and late fees policies.

EDUCATIONAL BENEFITS FOR EMPLOYEES

The Benefit allows the following individuals to attend Hood College, pursuant to the following guidelines and limitations:

1) Employees:

- Undergraduate courses
 - Tuition is tax-free
- Graduate courses
 - Tuition is tax-free up to \$5,250; all amounts thereafter are taxable income.

2) Graduate Research Assistants:

- Graduate courses
 - Tuition is tax-free

3) Spouses:

- Undergraduate courses
 - Tuition is tax-free
- Graduate courses
 - Tuition is taxable income

4) Children (including by birth or adoption), Step-Children, and Foster Children:

- Undergraduate courses
 - Tuition is tax-free
- Graduate courses
 - Tuition is taxable income

Taxable income related to the Benefit is calculated and reflected in compensation through-out the year. FICA/Medicare is withheld on all taxable amounts. All taxable income related to the Benefit received by an employee in a single calendar year will be reflected on the employee's Form W-2 for such year. **The determination of an employee's federal and state tax liability are the responsibility of the employee. Please consult with your personal tax advisor.**