



Staff and Faculty
RISD Tuition Remission
Program

Effective July 1, 2026

Helpful Terms

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| Academic Fee: | A fee directly related to a specific program of study or course that must be paid for the student to participate in the program. General administrative or technology fees do not qualify as academic fees. RISD reserves the right to determine whether a fee qualifies as an academic fee. |
| Academic Year: | For the RISD tuition remission program, RISD uses the Fiscal Year from July 1 to June 30 as the Academic Year. |
| Full-time Status – Staff: | A full-time staff member is an employee whose primary position at RISD is scheduled for at least 30 hours per week and 1,560 hours per year. |
| Full-time Status – Faculty: | A full-time faculty member or librarian is a member of the Full-Time Faculty Association. |
| Part-time Status – Staff: | A part-time staff member is someone whose primary position at RISD is scheduled to work at least 20 hours per week and 1,040 hours per year. |
| Part-time Status – Faculty: | For the RISD Tuition Remission benefit, a part-time faculty member is defined as a member of the RISD Part-Time Faculty Association who has received a multi-year contract and teaches at least three (3) teaching units. |
| Full-time Status – Students: | Students carrying the number of credits RISD requires to be considered full-time in a given term. |
| Maximum Academic Year Benefit: | The maximum financial benefit RISD will provide to the qualifying dependent of an eligible employee in an academic year, based on the employee’s current primary position. |
| Qualifying Dependents: | Typically, children who are an employee’s legal and tax dependents as defined by the IRS for federal income tax purposes, who have applied and been accepted to RISD. Also referred to as “qualifying students.” Members of collective bargaining units should refer to their contracts for eligibility guidelines. |
| Scheduled Hours per Week: | Refers to an employee’s Scheduled Weekly Hours in Workday. |
| Scheduled Hours per Year: | Scheduled Weekly Hours in Workday multiplied by the number of weeks per year the employee works. For example, the Scheduled Hours per Year for an employee whose Scheduled Hours per Week in Workday is 35 hours, and who works 52 weeks per year, is 1,820. |
| Tuition: | Tuition and/or mandatory academic fees related to the student’s degree program. Does not include books, non-academic fees, and other materials or costs related to room and board. |

Program Overview

RISD's Tuition Remission program provides financial assistance to qualified dependent students of eligible full- and part-time staff and faculty who are accepted to and maintain full-time enrollment at RISD.

Read the following FAQ (Frequently Asked Questions) to learn more about your eligibility and the benefits available to you through this program. Contact benefits@risd.edu with any questions not addressed in this guide. Members of collective bargaining units should refer to their contracts for eligibility guidelines.

Q. [Am I eligible to participate in this program?](#)

A. You are eligible to participate if you are actively employed at RISD and satisfy one of the following criteria at the time of your application:

- A full-time staff member who has completed at least three (3) consecutive years of service in a position scheduled to work at least 30 hours per week and 1,560 hours per year;
- A full-time faculty member who is an active member of the Full-Time Faculty Association and has completed three (3) consecutive years of service as a member of the bargaining unit;
- A part-time staff member who has completed five (5) consecutive years of service, either in a full or part-time capacity; or
- A part-time faculty member who has completed five (5) years of service (not necessarily consecutive) as a member of the bargaining unit and has a current multi-year contract in which they teach at least three (3) teaching units.

In addition to the years of service requirement, your current primary position must satisfy both the scheduled hours per week and scheduled hours per year requirements to be eligible for RISD tuition remittance benefits.

Example: An employee whose scheduled weekly hours are 30 but who only works nine (9) months per year would not be eligible for tuition remission benefits at RISD because their scheduled annual hours would be 1,080.

Q. [What are the dependent eligibility guidelines?](#)

A. Your student is considered a qualifying dependent when they are accepted to and enrolled full-time at RISD and are considered your tax-dependent under the [Internal Revenue Service \(IRS\)](#) guidelines. Members of collective bargaining units should refer to their contracts for eligibility guidelines.

Q. [When can I apply for RISD tuition remission benefits for my student?](#)

A. You must satisfy the years of service requirement before the beginning of RISD's term to be eligible for tuition remission benefits for that term. RISD will use a two-week window after your anniversary date to determine eligibility.

Example: An employee will complete three (3) consecutive years of eligible service on September 10th. RISD's term begins on September 2nd; the employee may apply for benefits for this term.

Q. What is the financial value of the benefit for which I am eligible?

A. Full-time faculty and staff are eligible for a maximum academic year benefit equivalent to 100% of the cost of your student's tuition at RISD for the academic year in which you are applying for benefits.

Part-time faculty and staff are eligible for a maximum academic year benefit of \$1,000 per year.

Your benefit level will be determined by the scheduled hours per week, scheduled hours per year, and bargaining unit service requirements of your primary position at the time of application. RISD will use the same two-week window to determine your level of benefits.

Example: A staff member who has five (5) years of full-time service at RISD, is currently in a primary position with scheduled weekly hours of 30, and works nine (9) months per year, is eligible for \$1,000 in RISD tuition remission benefits because their current scheduled annual hours are 1,080.

Q. How long can my dependent benefit from the RISD tuition remission program?

A. RISD will provide benefits for up to four (4) years for each student or five (5) years for students enrolled in the Architecture program. Years do not need to be consecutive; however, RISD will not pay more than the equivalent number of semesters required by the student's program.

Q. My spouse and I both work at RISD. Can we both apply for benefits for our child(ren)?

A. Only one parent may apply for RISD tuition remission benefits in each academic term. However, if you are eligible for different benefit levels, you may apply through the parent with the higher maximum benefit.

Q. Is there a limit to how many students I can apply for benefits for?

A. No, there is no limit to the number of qualified dependents for whom you can apply for benefits.

Q. What happens if my student drops from full-time to part-time status or withdraws from school during a term for which RISD paid benefits?

A. If your student's enrollment status changes after a refund is possible based on [RISD's Tuition refund schedule and policy](#), the semester will count against the student's four (4) or five (5) year eligibility limit.

Q. My student is committed to pursuing a degree but cannot attend school full-time due to a disability or chronic health condition. Can I still apply for tuition remission benefits for them?

A. Your student may be eligible for benefits if approved by RISD's Disability Support Services for a medically reduced course load. The financial value of benefits paid to approved part-time students may not exceed the value of benefits paid for equivalent full-time enrollment. Please contact benefits@risd.edu for more information. Members of collective bargaining units should refer to their contracts for eligibility guidelines.

Q. Are RISD tuition remission benefits taxable?

A. RISD's tuition remission benefits are administered per the [Internal Revenue Service](#) (IRS) rules, which state that individuals are no longer tax dependents in the calendar year they turn 24. RISD will continue to provide tuition remission benefits through age 26; however, taxes must be withheld.

Q. Do I have to re-satisfy the length of service requirements if I am rehired after a break in service or time worked at RISD in an ineligible position?

A. Eligibility for RISD tuition remission benefits after a break in service follows the same guidelines as other benefits. However, if you met the length of service requirements before transferring to an ineligible position without a break in service and subsequently move back into an eligible position, you will maintain your eligibility at the benefit amount previously achieved. Only time worked in an eligible position counts towards continuous years of service to determine benefit levels, and your current primary position will always determine your maximum academic year benefit.

Q. Will RISD tuition remission benefits impact my student's financial aid?

Please contact RISD's Financial Aid office at 401 454-6661 or sfs@risd.edu for more information about the impact of outside funding on tuition remission benefits.

Q. When does my eligibility for RISD tuition remission benefits end?

A. Your eligibility ends when you transfer into an ineligible position or your employment with RISD ends. Additionally, you may not apply for RISD tuition remission benefits once you provide notice of your intention to resign from your position at RISD. If you resign from your position at RISD before the end of a semester in which your dependent received tuition remission benefits, the amount paid will be deducted from any future benefits for which you would be eligible upon rehire.

In the event you pass away or retire from RISD while a qualified dependent is receiving tuition remission benefits, RISD will continue to provide benefits at the same level, assuming all other eligibility criteria are satisfied.

Q. Does the RISD Tuition Remission program cover 100% of tuition for the Brown/RISD dual degree program?

Yes, the program will cover the full cost of tuition for students accepted into the Brown/RISD dual degree program.

Q. What fees or expenses are excluded from this program?

A. RISD tuition remission benefits cover the mandatory tuition cost for your student's academic program. The following list provides examples of expenses and fees not covered under this program. This list is intended to be illustrative and is not all-inclusive. Contact the Benefits team at benefits@risd.edu with questions about specific fees. RISD retains the right to approve or deny payment of an expense at its discretion.

- *Global travel programs*
- *Non-degree earning programs*
- *Professional development*
- *Certifications or licensing programs*
- *Room, including room damage fees and furnishings*
- *Board*
- *Transportation-related expenses, including those related to study-abroad programs*
- *Lab fees for broken equipment*
- *Health and counseling services*
- *Credit card transaction fees*
- *Registration fees*
- *Late fees or interest charges*

- Insurance
- Books or online course materials
- General technology fees
- Parking
- Student activity fees
- Transcript fees
- Facility / Maintenance fees
- Orientation fees
- Tutoring or other academic support fees
- Commencement fees

Q. How do I apply for benefits under this program?

A. Once your child has been accepted to RISD, please complete the Application for Tuition Remission benefits and return it to benefits@risd.edu. The Benefits team will evaluate your eligibility for tuition remission and notify RISD's Student Financial Services office. You will need to complete and submit an application for each semester you are requesting RISD tuition remission benefits. If your application is denied, you will receive written verification of the reason from Benefits.

Disclaimer: The content of this program guide is informational only and is not intended to create a contract between RISD and its employees. Members of collective bargaining units should refer to their contracts for additional eligibility guidelines. In cases where discrepancies occur, the applicable RISD policy or collective bargaining agreement will prevail.