



# TUITION REMISSION POLICY REVISION UPA 3700

Effective September 1, 2015: At the request of Staff Council, the personal enrichment and health and fitness benefits were combined to allow employees greater flexibility in how they use these benefits. The revisions reflect some reorganization of the policy, clarifications of tax consequences, and other matters. According to Human Resources' current practice: Tuition Remission can only be used to pay for tuition, differential tuition, and mandatory student fees, and cannot be used to pay for other costs associated with courses including but not limited to course fees, books, supplies, or exams.



## CONTINUING EDUCATION

### W4YS TO REGISTER

Download Tuition Remission form, then:



#### MAIL

UNM Continuing Education  
Attn: Registration  
MSC07 4030  
1 University of New Mexico  
Albuquerque, NM 87131-0001



#### FAX

505-277-1990  
Fax/Mail instructions  
See [ce.unm.edu/4Ways](http://ce.unm.edu/4Ways)



#### IN PERSON

M-F, 8am-5pm  
UNM Continuing Education  
1634 University Blvd. NE  
(Just north of Indian School)



#### EMAIL

[ce.registration@unm.edu](mailto:ce.registration@unm.edu)

### Questions?

#### UNMCE REGISTRATION:

505-277-0077, Opt. 1

#### UNM HR BENEFITS:

505-277-6947 or  
[HRPR@unm.edu](mailto:HRPR@unm.edu)

[ce.unm.edu/TRB](http://ce.unm.edu/TRB)

### PROFESSIONAL DEVELOPMENT

\*Professional Development allotment can be used for academic credit and non-credit Continuing Education professional development courses, including customized training. Please use tuition remission by course start dates:

**\$2,626.88**

Fall 2017  
Aug 1-Dec 31

**\$2,626.88**

Spring 2018  
Jan 1-May 31

**\$1,313.44**

Summer 2018  
Jun 1-Jul 31



If an employee exceeds the credit hour limitation (8 hours for Fall, 8 hours for Spring and 4 hours for Summer), the employee must pay the difference.

### PERSONAL ENRICHMENT and HEALTH & FITNESS

UP TO  
**\$985.08**

PER CALENDAR YEAR  
Restrictions may apply.



The health, fitness, and personal enrichment allotments are in addition to the employee Tuition Remission benefit available for academic and professional development courses.

**Note:** The value of health, fitness, and personal enrichment courses will be included in the employee's taxable income and be subject to withholding. IRS Regulations require that Tuition Remission benefits used to register for any Personal Enrichment courses (including Health & Fitness courses) be included as taxable income and subject to withholding.



Dependents are not eligible for Personal Enrichment and Health & Fitness classes for Tuition Remission.

## PROFESSIONAL DEVELOPMENT

### Career Training

Active Shooter Survival Course	\$125
Global Career Development Facilitator	\$1295
Legal Assistant Certificate	\$1195
UNMCE Test Prep—Live and Online Formats	
GRE, GMAT	\$749 per course
LSAT	\$799

### Health & Wellness Professions

Certified Personal Trainer	
Online: NASM Certified Personal Trainer and Exam Preparation	\$1295
Accelerated Fitness Trainer Clinic	\$725
Physical Therapy Aide (NEW) Online	\$3000
Health and Medical Writer	\$129-169
Substance Abuse Studies (approval needed)	\$145

### Digital Arts and IT/Computers

CompTIA Certification	
A+ Certification (2 courses)	\$1,990
Network+	\$995
Security+	\$995
Security Essentials	\$199
IT Service Management—ITIL Foundation	\$1,795
Adobe Creative Suite	
InDesign	\$249
Illustrator	\$249
Photoshop	\$249
Apple Authorized Training—Creative	
Final Cut Pro X: Professional Post Production	\$995
Logic Pro X 10.1: Professional Music Production	\$995

### Business Skills

MBA-Lite Certificate Program	\$1250
Professional Grant Development	\$595
Project Management/PMP Exam Prep	\$495-\$895
Microsoft Office: Word, Excel, Powerpoint, Access	\$249 per course
CPA, CMA & CIA Exam Prep and Review	\$745-\$1995
Mediation Certificate Program	\$195-\$595

## CUSTOMIZED TRAINING

- Restrictions may apply.
- Customized training for groups and individuals.
- Learn new techniques, software or team training for your project.

## PERSONAL ENRICHMENT

### Parent Child

Family Yoga	Jan 21	\$85
Parent-Child Musical Play (ages 0 months-4 years)	Jan 27	\$175
Parent-Child Around the World with Music (ages 4-7 years)	Jan 27	\$175
Parent-Child Musical Mosaic (ages 4-7 years)	Jan 27	\$175
Swimming for Children/Experienced Beginners (ages 6-10 years)	Feb 2	\$95
Swimming: Parent/Child (ages 3-7 years)	Feb 3	\$95
Swimming: Parent/Child (ages 6 months-3 years)	Feb 3	\$95

### Arts and Crafts

Drawing and Painting with Colored Pencils	Jan 16	\$95
Drawing on the Right Side of the Brain, Part I	Jan 16	\$140
Chinese Knot Making	Jan 17	\$85
Knit a Shrug Cardigan	Jan 17	\$75
Tin Foil Art and Nicho Boxes	Jan 17	\$105
Crochet Stitch Sampler 1	Jan 20	\$85

### Music

Hammered Dulcimer: Introduction	Jan 22	\$85
University Chorus	Jan 22	\$65
Guitar: Beginning	Jan 23	\$105
Marimba: Beginning	Jan 27	\$175
Ukulele: Beginnig	Jan 31	\$175

### Health

Fun and Fitness for the Rest of Us	Jan 22	\$85
Salsaerobics	Jan 22	\$95
The Nia Technique	Jan 22	\$105
Yoga for Back Care	Jan 22	\$105
Yoga for the Rest of Us	Jan 22	\$85

### Cooking

Paleo Cooking	Jan 18	\$59
French Bistro Cooking	Jan 30	\$59
Southern Indian Vegetarian Cooking	Feb 24	\$59
Northern Indian Vegetarian Cooking	Mar 10	\$59
Cuban Cooking	Mar 15	\$59

Only a sample of our classes are listed on this flyer. For a complete listing of Professional Development and Personal Enrichment classes visit our website at [ce.unm.edu/TRB](http://ce.unm.edu/TRB) or to request a catalog call 505-277-0077, opt 1.