



APPLICATION FOR TUITION REMISSION

Rules for Employees:

- 1. Employees must have worked at the University for at least one year and work at least 20 hours per week in order to be eligible for tuition remission. Please see the Tuition Remission policy in the HR Handbook for details on the level of benefit.
2. Employees are eligible to take 6 credits per fall and spring semesters and one class in the winterim and one class in the summer.
3. Employees are expected to recognize the importance of their job responsibilities and schedule their coursework outside of their regularly scheduled work day.
4. When submitting the application for tuition remission, you must attach a copy of your registration form and receipt of your paid registration fee. Applications missing this information will not be accepted.
5. In the event the student is receiving financial aid in addition to tuition remission, the University reserves the right to determine the amount of the tuition remission benefit.
6. Under Section 117(d) of the Internal Revenue Code (IRC), undergraduate tuition is not subject to a maximum limitation and this benefit does not have to be included in the employee's taxable income.
7. Tuition for graduate level courses is considered taxable income by the Internal Revenue Service (IRS). The University will exclude graduate tuition from taxable income up to the amount allowed by the IRS, which is currently \$5,250. Any tuition over the limit will be added to your taxable income. Section 132(a)(3) of the Internal Revenue Code states that the tuition remission is not includable in taxable income if it is a working condition fringe benefit. If you feel that your classes qualify for this you may fill out the Tax Status Form to apply for the additional tuition to not be included in your taxable income.
8. If you add/drop or withdraw from a class you must notify the office of human resources immediately.

PART I - EMPLOYEE INFORMATION

Name: Social Security # Hire Date:
Department: Supervisor:

PART II - EMPLOYEE REMISSION INFORMATION

Are you receiving any other type of financial aid? yes no Program: CAUS Graduate Day Ph.D
Semester (indicate year) Fall Spring Winterim Summer Total # Credits

PART III - SPOUSE / DEPENDENT REMISSION INFORMATION

Name: Social Security #
Relationship to employee? Spouse (limited to one course) Dependent Child (undergraduate courses only)
Is spouse/dependent receiving any other type of financial aid? yes no Program: CAUS Graduate Day
Semester (indicate year) Fall Spring Winterim Summer Total # Credits

PART IV - SIGNATURES & APPROVAL

By signing this form, I acknowledge that I have read and understand the Tuition Remission policy.
Tuition remission benefit is approved at %
Amount credited to student account \$
Code #
Employee's Signature Date
Department Head Signature Date
Office of Human Resources Date