

Application for Employee - Graduate Tuition Remission Program

- Two forms are required of employees applying for the Graduate Tuition Remission Program: 1) Application for Graduate Tuition Remission Program & 2) Graduate Tuition Remission Program Participation Plan. The two forms must be completed, signed & submitted to HR *each semester*. Upon receipt of forms, HR will determine eligibility and will work with Financial Aid to apply the tuition benefit amount.
- The first \$5,250 of graduate tuition remission provided in each calendar year for courses taken by the employee is non-taxable. Graduate tuition remission beyond the first \$5,250 is reported as taxable income to the employee.

Employee Name _____ Date of hire _____
Current Position _____ Current Supervisor _____
Name of Graduate program _____ Applicable Semester & Year _____
Course Number _____ Course Title _____ Course Credits _____

I have completed & attached the **Program Participation Plan**

I have read the parameters of the Graduate Tuition Remission Program in the [Staff Manual](#) Initials _____

Department Head Name & Title _____

Department Head Signature _____ Date _____

Human Resources Use

Employee Eligible Yes No Taxable income? Yes No

Taxable income amount this semester _____

Human Resources Signature _____ Date _____

Financial Aid Use

Note: The employee benefit for graduate tuition is an 80% tuition reduction.

Number of credits this semester _____ Cost of credit this semester _____

Full graduate tuition cost this semester _____

Tuition benefit amount awarded this semester _____

Tuition cost after reduction _____

Financial Aid Signature _____ Date _____