

Application for Spouse - Graduate Tuition Remission Program

Application for Spouse

- Only this Application for Graduate Tuition Remission form is required for spouses. The form must be completed, signed & submitted to HR *each semester*. Upon receipt of completed forms, HR will determine eligibility, and will work with Financial Aid to apply the tuition benefit amount.
- 100% of graduate tuition remission provided in each calendar year for courses taken by an employee's spouse is reported as taxable income to the employee.

Employee Name

Spouse Name

Date of Marriage (documentation may be requested)

Name of Graduate Program

Applicable Semester & Year

Course Number

Course Title

Course Credits

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

Employee Signature

Date

Employee Initials Spouse Initials

Spouse Signature

Date

Human Resources Use

Spouse Eligible

Yes

No

Taxable income to employee?

Yes

No

Taxable income amount to employee this semester

Human Resources Signature

Date

Financial Aid Use

Note: The spouse benefit is a 50% tuition reduction.

Number of credits this semester

Cost of credit this semester

Full graduate tuition cost for semester

Tuition benefit amount awarded this semester

Tuition cost after reduction

Financial Aid Signature

Date