

## Graduate Tuition Remission Form

### Section I: Employee & Student Information

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_  
ID#: \_\_\_\_\_

Term: ☐ Spring ☐ Summer ☐ Fall School Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
Relationship to employee: ☐ Self -complete section II & III and attach registration form  
☐ Spouse -complete section II & III and attach registration form

### Section II: Graduate Tuition Remission

Degree: ☐ MBA ☐ MEd ☐ MST ☐ None ☐ Matriculated ☐ Non-matriculated

*Spouse Tuition Remission Statement:* I understand that the IRS stipulates that spouse tuition waivers are 100% taxable and subject to FICA and Medicare...net of any payment

*Employee Tuition Remission Statement:* I understand the course is taxable unless it is job related, i.e., the course is ordinary and necessary in carrying out the duties of my present position.

Is the course job related? ☐ Yes ☐ No

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section III: Supervisor's Approval

**If you agree the course is job related have your supervisor complete the four questions below**

|                                                                                                         | Yes                      | No                       |
|---------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| -Is the course required by Le Moyne or by law for the employee to maintain his/her present job?         | <input type="checkbox"/> | <input type="checkbox"/> |
| -Does the course maintain or improve skills required in doing his/her present work?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| -Is the course required to meet the minimum education requirements to the employee's present position?  | <input type="checkbox"/> | <input type="checkbox"/> |
| -Is the course part of an education program that would qualify the employee for a new trade/profession? | <input type="checkbox"/> | <input type="checkbox"/> |

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Employee's taking a course during working hours.* Employee is a matriculated student requiring a particular course for a degree program and that course is offered only during the daytime hours. I am adjusting this employee's work schedule to allow the employee to enroll in this course.

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by the Bursar's Office:

Tuition: \_\_\_\_\_

Employee Cost: \_\_\_\_\_

Net Tuition Benefit: \_\_\_\_\_

Bursar Authorization: \_\_\_\_\_