

SUFFOLK UNIVERSITY
TUITION REMISSION COURSE APPROVAL
[this form should be submitted prior to registration]

Employee Name: _____
LAST FIRST

Registrant Name: _____
LAST FIRST

Registrant Student or Employee ID Number: _____

must be filled out **completely** for registration of all spouses/same-sex domestic partners and/or children

Certification of Dependency

[check one]

The registrant is my:

Spouse ____ Dependent Child ____ [Claimed as an exemption on federal tax form. See explanation on reverse.]

Non-Dependent Child ____, but was a dependent when they began this program. [His/Her birth date is _____]

Dependent Same-Sex Domestic Partner ____ Non-Dependent Same-Sex Domestic Partner ____

I certify that the information above is correct.

Employee Signature: _____ Date: _____

The registrant seeks approval for:

[choose **ONLY ONE** semester]

| | |
|------------|-----------------|
| Year _____ | Fall _____ |
| | Spring _____ |
| | Summer I _____ |
| | Summer II _____ |

[choose one]

| | |
|----------------|-------|
| Undergraduate: | _____ |
| Graduate: | _____ |
| MSF: | _____ |
| Executive MBA: | _____ |
| Law School: | _____ |
| Dean College: | _____ |

Class Schedule [for Employee Registrants]

Course Name: _____ Day/Time: _____ # Credits: _____

Course Name: _____ Day/Time: _____ # Credits: _____

Course Name: _____ Day/Time: _____ # Credits: _____

Course Name: _____ Day/Time: _____ # Credits: _____

Supervisor Signature: _____ Date: _____

key information...

FT (30+ hrs): Self – 10 credits each Fall/Spring, 14 credits Summer
 Self (Law) – 75% remission (after 2 years employment)
 Child – 100% remission (after 2 years employment)
 Spouse/Domestic Partner – 50% remission

22½–30 hrs: Self – 8 credits each Fall/Spring/Summer
 Self (Law) – 50% remission (after 2 years employment)

17½–22½ hrs: Self – 4 credits each Fall/Spring, 8 credits Summer
 Self (Law) – 25% remission after 2 years employment)

| Semester | Due By |
|-----------------|--------------------------|
| Fall | November 1 st |
| Summer I / II | August 1 st |
| Spring | April 1 st |

if course approval form is not received by above date, student is 100% responsible for billed tuition

Registrants of nine (9) credits or more in a semester (summer excluded) must provide proof of health insurance coverage. Call Health Services, (617) 573-8260, for waiver instructions.

Instructions

This form is in lieu of payment for the class(es) you or the registrant are taking. The form should be completed **each semester** and filed with the Human Resources Office **prior to your web or in person registration**. Forms that are not completed correctly will be returned for correction before processing. Once the completed form is received, Human Resources will notify Student Accounts of your eligibility for the tuition benefit. Student Accounts will put the appropriate tuition credit on your account.

If the form is not filed prior to your registration, you will receive reminder notices and a bill from Student Accounts. If you receive notices or a bill, please complete the Tuition Remission Course Approval Form immediately and forward it to the Human Resources Office.

Tuition Taxation Information

Undergraduate: Undergraduate tuition for the employee, dependent children or spouse is not taxed. Undergraduate tuition for a domestic partner will be taxed to the employee partner unless the domestic partner is dependent upon the employee according to their most recent tax return.

Graduate: The employee will be taxed on any graduate tuition for courses that s/he took in excess of \$5250.00 per calendar year (state taxes will be assessed on full tuition). The employee will be fully taxed for any graduate tuition of the spouse, dependent child or domestic partner.

If the courses are in a taxable category, Student Accounts will notify Payroll of your enrollment. Payroll, in turn, will notify you of the taxation of the benefit when taxation begins.

Important Notes

- The tuition benefits do not cover off-campus study involving a cash exchange between the University and an outside party. Check with Student Accounts for the benefit.
- Employees, spouses and dependent children who receive full tuition through the Tuition Remission program are not eligible for University based merit scholarships. Other financial aid may be reduced by the tuition benefit. Contact the appropriate Financial Aid Office for more information.
- The Tuition Remission Course Approval form **is not an admission or registration form**. Employees should check with the appropriate admission or registrar's office to complete all required forms.
- If the approval is for courses that the employee is taking, the employee must obtain his/her supervisor's approval.

Definitions

A dependent child is defined as a son, stepson, daughter, stepdaughter, child of a same-sex domestic partner or a same-sex spouse, legally adopted child or child who was placed by an authorized placement agency for legal adoption and is claimed by the employee as an exemption on the federal tax form filed for the year before benefits begin (i.e. 2008 federal tax form for 2009 benefit year). The employee must sign a statement certifying the exemption. A child enrolled in a program as a dependent may continue that program beyond dependency provided that all course work is completed within 5 years of its beginning. In processing these benefits, the Human Resources Office reserves the right to request a copy of the pertinent federal tax form.