APPLICATION FOR EMPLOYEE TUITION BENEFITS

(This form must be completed *every* semester)

EMPLOYEE DATA

Application for: Fall 20 _____ Spring 20 _____ Summer 20 _____	
Employee Name (PRINT): ☐ Classified ☐ Administrative/Professional ☐ Faculty	SSN:
Campus or Home Address:	Department: Date hired at WU: Prev Higher Ed Service?: Yes No Years: ____
Day of Class(es): Time of Class(es):	**College Attending**: ☐ CLA ☐ AGSM * ☐ SOE * ☐ LAW *

NOTE: *Tuition benefits for graduate-level courses are considered taxable income after **$5,250** in any given tax year. The taxes on this benefit will be withheld from your paycheck and the benefit will included in your W-2 statement as income.

COURSE INFORMATION

TO BE COMPLETED BY EMPLOYEE				FOR OFFICE USE ONLY: HR Office	FOR OFFICE USE ONLY: Financial Aid
Course Subject & Number	Credits x $/Credit = Course Charge (list full cost of the course) **Required**			% Credited	$ Remitted
☐ I certify the information provided is accurate, and I have reviewed the eligibility requirements listed in the appropriate university handbook.		Totals		Authorized Signature Date	
****** 100% Tuition remission is provided for **ONE** course/semester and **one** additional course may be approved, but at 50% of tuition. ******				☐ Human Resources	

AUTHORIZATION

Employee Signature:		Date:
Supervisor Signature:	**Supervisor must indicate for classified employees**:** ☐ Employee will be required to make-up time lost from work ☐ Employee will not be required to make-up time lost from work	Date:
Area VP Signature:		Date:

PLEASE NOTE: To be officially registered for the class, you must complete the appropriate paperwork in the Registrar's Office. Tuition benefits do not cover individual instruction, course fees or supplies.

**Due to FLSA standards, Administrative/Professional (exempt) employees should not be required to make up exact hours of attendance in class, however, as always, attendance should not interfere with completion of job responsibilities.

RETURN THIS FORM TO THE OFFICE OF HUMAN RESOURCES
1st Floor, Waller Hall