

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

Employee Name: _____
 LAST FIRST

Registrant Name: _____
 LAST FIRST

Registrant Social Security 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 ____ [His/Her birth date is _____]
 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 ____

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: _____

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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.