

**SUFFOLK UNIVERSITY
TUITION REMISSION COURSE APPROVAL**

This form must be submitted to Human Resources prior to registration.

Failure to do so may prevent or delay registration.

If this form is not received, the registrant will be subject to collection.

Important:

Registrants taking 9 or more credits per semester must waive student health insurance even if covered by a Suffolk employee health plan. Registrant must go to www.universityhealthplans.com to waive student health insurance. This is a MA law requirement. Failure to do so will result in a bill for student health insurance.

Employee Name: _____
LAST FIRST

Registrant Name: _____
LAST FIRST

Registrant's Colleague ID Number: _____

must be filled out **completely** for registration of all spouses, 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 Domestic Partner _____

Non-Dependent Domestic Partner _____ (A Domestic Partner Affidavit must be approved and on file in the Human Resources Office prior to completion of this Form.)

Employee Signature: _____ Date: _____

[choose **ONE** semester]

Year _____
Fall _____
Spring _____
Summer I _____
Summer II _____
Winter _____

[choose **ONE** level]

Undergraduate: _____
Graduate: _____
MSF: _____
Executive MBA: _____
Law School: _____

Class Schedule [for Employee Registrants Only]

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

Supervisor Signature: _____ Date: _____

Summary of Benefits

- FT (30+ hrs):** Self – 10 credits each Fall/Spring, 14 credits Summer, 1 Winter course (registrant cap)
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)

Tuition Taxation Information

Undergraduate: Undergraduate tuition for employee, dependent child or spouse is not taxed. Undergraduate tuition for domestic partner or same sex spouse is taxed to the employee partner unless the partner/spouse is tax dependent.

Graduate: Employee is taxed on graduate tuition in excess of \$5250/calendar yr. Employee is taxed for full graduate tuition of spouse, dependent child or domestic partner. Payroll will notify you of taxable amounts. Note: Section 162 of the Internal Revenue Code permits an employee to take a "business expense" deduction for courses that are "job-related." This deduction is subject to the general limitations that apply to "miscellaneous itemized deductions." Consult a tax advisor if your situation fits this category.

Important Notes

Tuition benefits do not cover off-campus study involving a cash exchange between the University and an outside party. Check with Bursar/Student Accounts for more information.

Tuition paid by an outside party directly to the University on behalf of the tuition remission recipient will be applied first to the recipient's tuition account. The tuition remission benefit will then be applied up to the amount allowed under the tuition remission policy. Recipients are not eligible for University based merit scholarships or other institutional financial aid. Recipients may be eligible for Pell, federal or state entitlement programs or private loans. Tuition remission benefits will be applied first to the recipient's tuition account followed by loans. Tuition remission may reduce other financial aid benefits. Contact the appropriate financial aid office for more information.

Yellow Ribbon participants should consult with the Bursar/Student Accounts Office about the program specifics.

The Tuition Remission Course Approval form **is not an admission or registration form**. Check with the appropriate admission or registrar's office for required forms.

Definitions

A dependent child is defined as a son, stepson, daughter, stepdaughter, child of a domestic partner or a 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. For purposes of the tuition remission benefit, a dependent child of divorced parents is treated as a dependent child of both parents. A child enrolled in a program as a dependent may continue that program beyond dependency provided that all course work is complete 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.