

**HR Actions**

DOH \_\_\_\_\_

Co Code \_\_\_\_\_

Eligible \_\_\_\_\_

Approval \_\_\_\_\_

Date \_\_\_\_\_

**SPRINGFIELD COLLEGE**

**DEPENDENT/SPOUSE**

**TUITION REMISSION FORM**



**FAO Actions**

Registered \_\_\_\_\_

# of Credits \_\_\_\_\_

Semester \_\_\_\_\_

Approval \_\_\_\_\_

Date \_\_\_\_\_

**This form must be completed prior to the start of the semester for which you are applying. Deadlines are: Fall Semester Jan. 1st; Spring Semester Sept. 1st; Capped Programs Sept. 1st of prior year.**

Student's Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Employee's Name \_\_\_\_\_ Student is my (circle one): son daughter spouse

Required: Date of birth for son or daughter: \_\_\_\_\_ -

Dependent/Spouse will be enrolled in which program? Undergraduate Graduate\*\*

In which semester? (Circle One) Fall Intersession Spring Summer

\*\*\*\*\* *Please attach a copy of your class schedule* \*\*\*\*\*

\*\*According to IRS Section 127, the cash value of graduate tuition remission is fully taxable to the employee during the applicable year, for spouse and dependent children.

By signing below I acknowledge the following:

- To be eligible for Tuition Remission, staff employees must have successfully completed their initial Introductory Period of 6 months.
- Registration fees, cost of private instruction, laboratory fees, activity fees, room and board, and other special fees are not included in the tuition benefit.
- Students who are enrolled in a Study Abroad program or the National Outdoor Leadership School Program are not eligible for the Tuition Remission Benefit.
- I understand the value of my dependent's/spouse's graduate tuition benefit is fully taxable to me. The taxes will be spread over the semester based on my paycheck frequency.
- If I am the dependent of a deceased or retired employee, I understand that a 1099 will be issued for any graduate tuition remission benefit that I receive.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_