

# Tuition Remission Application

One form is needed for each employee, spouse, and dependent benefit.  
Payment for any fees not covered by tuition remission should be made  
to Student Accounting Services.

**RETURN FORM TO:**  
**Human Resources**  
**25 Buick Street**  
**Boston, MA 02215**

<b>I. NAME</b>	Employee name (last, first, middle initial) _____																							
	Employee identification number _____																							
<b>2. STATUS</b>	Application for Tuition Remission benefit as a(n): <input type="checkbox"/> Active employee <input type="checkbox"/> Disabled employee* <input type="checkbox"/> Retired employee* <input type="checkbox"/> Beneficiary of deceased employee*  *If you are not an active employee, please provide Address _____ Telephone ( _____ ) _____																							
<b>3. SEMESTER</b>	Application for the benefit for (CHOOSE ONE SEMESTER PER FORM): <input type="checkbox"/> Fall semester <input type="checkbox"/> Summer Session (indicate which below) <input type="checkbox"/> Spring semester <input type="checkbox"/> Session I <input type="checkbox"/> Session II																							
<b>4. COURSES</b>	<div style="display: flex;"> <div style="width: 20%; padding-right: 5px;">Course Information (for employee and spouse only)</div> <table border="1" style="width: 80%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">College</th> <th style="width: 25%;">Course No.</th> <th style="width: 20%;">Credit Hrs.</th> <th style="width: 40%;">Meeting Time</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> </div>				College	Course No.	Credit Hrs.	Meeting Time																
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<b>5. BENEFIT (CHOOSE ONE FOR EACH FORM.)</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> <b>EMPLOYEE</b> read the following.             For graduate-level courses (600 AND ABOVE), Tuition Remission may be considered taxable income and reduce your take-home pay.             IF CREDIT HOURS EXCEED 8, dean's or vice president's approval is needed on the line below.             _____  <div style="text-align: right; font-size: small;">approval signature/date (if applicable)</div> </div> <div style="width: 48%;">           Please note that full-time employees may not have full-time student status.             If course MEETING TIME is between 9 a.m. and 5 p.m., signature of department head or supervisor is required on the line below.             _____         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <input type="checkbox"/> <b>SPOUSE</b> must complete the following.            Spouse name (last, first, middle initial) _____             Student identification number _____            I certify that the above-named student is my legal spouse.            NOTE: Graduate courses taken by your spouse under Tuition Remission are considered taxable income and will reduce your take-home pay.         </div> <div style="width: 48%;"> <input type="checkbox"/> <b>DEPENDENT</b> must complete the following.            Student name (last, first, middle initial) _____             Student identification number _____            I certify that the above-named student is my unmarried dependent child within the meaning of Federal Income Tax Law. Evidence of this relationship must be submitted with your application for this benefit.         </div> </div>																							
<b>6. SIGNATURE</b>	I have read and understand the provisions of the Tuition Remission Program as described in the Faculty and Staff Benefits Handbook. I also agree to pay the University for any charges that may be due if I leave the University prior to the official end of semester. I understand that if I take or my spouse takes graduate courses, this benefit may be considered taxable income and reduce my take-home pay. I certify that the information on this application is correct and complete.  _____ <div style="text-align: right; font-size: small;">employee signature/date</div>																							
<b>Internal Use Only</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Human Resources</b>            EE _____ 100% up to _____ credits                              _____ 90% additional 4 credits             No limitation on no. courses or hours:            SP _____ 50%                      _____ 90%            DP _____ 50%                      _____ 100%         </td> <td style="width: 50%; vertical-align: top;"> <b>Review/Entry</b>            Check 1. _____  <div style="text-align: right; font-size: small;">approved by/date</div>             Check 2. _____  <div style="text-align: right; font-size: small;">approved by/date</div>             Entry _____         </td> </tr> </table>				<b>Human Resources</b> EE _____ 100% up to _____ credits _____ 90% additional 4 credits  No limitation on no. courses or hours: SP _____ 50%                      _____ 90% DP _____ 50%                      _____ 100%	<b>Review/Entry</b> Check 1. _____ <div style="text-align: right; font-size: small;">approved by/date</div>  Check 2. _____ <div style="text-align: right; font-size: small;">approved by/date</div>  Entry _____																		
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