

Please refer to the tuition remission policies available under Department of Human Resources in MyUE for detailed information about eligibility for the benefits.

The tax-exempt status of tuition remission benefits is subject to change annually. The manager of accounting and payroll will notify participants each fall and spring regarding any taxes owed on tuition remission benefits. Please contact the manager of accounting and payroll with questions about taxable benefits.

Please return completed application to the Office of Human Resources with the appropriate signatures.

Name of employee _____ UE ID # _____

Employee's department _____ Campus phone # ext. _____

Type of degree? First Bachelor Second Bachelor Graduate Non-degree Non-credit

Program name _____

Enter the number of credit hours for which you intend to enroll each term.

_____ Summer I 2023 _____ Summer II 2023 _____ Fall 2023 _____ Spring 2024

Please note: Employees are eligible for a maximum of 15 credit hours of benefits for one fiscal year (summer through spring) and a maximum of two classes a semester. The OL, PSA, and MSL programs are exceptions to the 15-hour rule due to the nature of the way each program is structured. All other regulations apply to employees in those programs.

Are you in default on any federal education loans? Yes No

Did you file the 2023-24 FAFSA before April 15, 2023? Yes No

Will you be using veterans education benefits? Yes No

I hereby certify that I am eligible to receive tuition remission benefits for employees as outlined in the tuition remission policy. I also certify that I have read and understand this information.

Employee signature _____ Date _____

TO BE COMPLETED BY DEPARTMENT SUPERVISOR

Supervisor approval _____ Date _____

Vice president approval _____ Date _____

TO BE COMPLETED BY THE OFFICE OF HUMAN RESOURCES

Date of employment ____/____/____ Eligible for _____% of benefit

Human Resources approval _____ Date _____

TO BE COMPLETED BY THE OFFICE OF STUDENT FINANCIAL SERVICES

Hours earned F/Y 2022-23: Cumulative hours _____

Hours awarded F/Y 2023-24: Summer I _____ Summer II _____ Fall _____ Spring _____ Total _____

Meeting SAP: Yes No

Amount awarded: Summer I \$ _____ Summer II \$ _____ Fall \$ _____ Spring \$ _____

Approved by _____ Date _____