



## Application for Employee Tuition Benefits

**Please complete this form in its entirety each semester.**

**Guidelines:** Employees eligible for tuition benefits must have an FTE of .75 or greater per year and be a benefits eligible employee. Additionally, an employee must meet the years of service requirement for tuition benefits (6 months for undergraduate or 3 years for graduate). Years of service at an FTE lower than .75 do not count towards the years of service requirement. Graduate coursework is limited to nine credits or less per semester. The employee's direct supervisor and area Vice-President or Dean must approve this form. All tuition remission benefits are based on the employee's continuous employment during the term of the benefit. If employment terminates for any reason (other than retirement or disability) during the term a proportional tuition charge must be paid. Tuition remission benefits apply only to tuition costs and not to any course-related expenses such as laboratory fees, material fees, travel expenditures, etc. All employees must apply for admission through the Office of Admission. Admission will be based on normal admission standards and such admission is not guaranteed because of the tuition benefit. Anyone who is eligible for any type of state or federal grant (including but not limited to Pell Grants, Social Security benefits and Veterans benefits) should apply for such assistance prior to becoming eligible for Willamette tuition remission. Due to FLSA standards, Administrative/Professional (exempt) employees should not be required to make up exact hours of attendance in class, however, as always, attendance should not interfere with completion of job responsibilities. If space is limited in a particular course, preference will be given to full tuition-paying students. Tuition benefits for graduate-level courses are considered taxable income after **\$5,250** in any given tax year and will be included in your W-2 statement as income.

Employee Information			
Employee Name:		Email:	
Department:		Phone:	

Class Information						
College Attending:	<input type="checkbox"/> The College of Arts & Science <input type="checkbox"/> The College of Law <input type="checkbox"/> The Atkinson Graduate School of Management <input type="checkbox"/> Pacific Northwest College of Art <input type="checkbox"/> School of Computing & Information Science					
Academic Year & Semester:					<b>For Office Use Only</b>	
Day & Time of Class(es):					DOH:	
					FTE:	
					Date Eligible:	
<b>Course Subject &amp; Number</b>	<b>Number of Credits</b>	<b>Cost per Credit</b>	<b>Total Course Cost (number of credits x cost per credit)</b>	<b>% Credited</b>	<b>\$ Remitted</b>	
<b>Totals:</b>						

I certify the information provided is accurate, and that I meet the tuition benefit eligibility requirements listed above.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VP/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_